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1A000116 Formality of Operations Training

DESCRIPTION	Provides instruction on how to implement Formality of Operations (FOP), in a facility, support activity, and project activity. Requires trainees to assess their facility, support activity or project using the FOP implementation guide and then complete the FOP implementation matrix.
DURATION	4 Hours
AUDIENCE	Facility owners, support activity managers, and project managers whose facilities support activities or projects involve risk levels or compliance requirements beyond that of most organizations.
PREREQUISITES	none
OBJECTIVE	none
TOPICS	BN management and execution planning documents, implementation guide and matrix, Formality of Operations, BN execution planning process, Formality of Operations basic elements.
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1C000211 Records Management-Completing Rec Inventory/RIDS

DESCRIPTION	<p>This course is designed to provide the information required to complete the appropriate records inventory forms & RIDS forms. Participants will learn how to identify types of records, apply retention schedules, & identify EPI records. This training is required for all Records Coordinators.</p> <p>Contact: Fred Walden or Sabrina Mercadante.</p>
DURATION	0.5 Days
AUDIENCE	DOE/NV and Contractor Records Coordinators
PREREQUISITES	None.
OBJECTIVE	Given the necessary information & references, the trainee will complete the appropriate records inventory forms & RIDS forms according to the Records Management Handbook.
TOPICS	Identifying records, nonrecords, personal papers, epidemiological records, special records. Also looking up a records series, identifying the appropriate records schedule, and identifying EPI records. And, finally, completing the appropriate records inventory forms & RIDS forms.
CREDIT HOURS	4.00
COURSE COST	\$0.00

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PROVIDER	IN-HOUSE
1DAF0001	DAF General Employee Training
DESCRIPTION	1)Daf Mission/Mgmt/Org Structure, Facility Description (He/Snm, Transient He/Snm, He/Snm Prohibited Areas), Security Facilities & Access Restrictions, 2)Design & Admin Features Of Daf To Include Review Of Potential Risks & Hazards, Explanation Of Operational Safety Requirements/Alarm Systems/Controls, & Emergency Procedures, 3)Mgmt Responsibilities For Implementing Nuclear Explosive Safety (Nes) Controls, Personal Assurance Program & 2-Person Control Concept, Rules/Restricts For Movement/Access Of Per
DURATION	0.5 Days
AUDIENCE	Personnel Who Work In Daf.
PREREQUISITES	Assignment To Work In The Daf.
OBJECTIVE	Describe The Org/Mgmt/Physical Layout Of The Daf, Describe Physical/Procedural Measures Designed To Control Hazards Assoc W/Ops In Daf, Explain How Daf Nuclear Explosive Safety Rules Are Implemented.
TOPICS	
CREDIT HOURS	3.50
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1DAF0003	DAF Door Operations Training
DESCRIPTION	This Self-Paced Device Assembly Facility Door Training Course Is Designed To Be Used For Those Individuals Who Will Be Working At Daf & Who Need Detailed Info Concerning Operation Of All Or Specific Doors. Content Includes Lesson 1 "General Information",Lesson 2 "Individual Doors."
DURATION	3 Hours
AUDIENCE	Personnel Working At The DAF.
PREREQUISITES	None.
OBJECTIVE	Given The Information Presented In This Course, Explain DAF Door Operation By Completing A Written Test With At Least 80% Accuracy.
TOPICS	
CREDIT HOURS	3.00
COURSE COST	\$0.00

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PROVIDER IN-HOUSE

1DAF0005 DAF Configuration Management Training

DESCRIPTION

DURATION 2.5 Hours

AUDIENCE All Daf Staff Mgmnt, Maintenance Mgrs & Line Supervisors Who Perform Work At The Daf

PREREQUISITES Must Be Daf Mgmnt Staff Or Other Mgr/Supv Assigned To Work At The Daf Or Perform

OBJECTIVE Explain How Configuration Mgmnt Is Implemented At The Daf, How The Change Control Process Works, & How To Process Change Requests & Change Packages.

TOPICS

CREDIT HOURS 2.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1DAF0007 Principles Of Quality Assurance/Daf Qual Mgmnt Pln

DESCRIPTION Principles Of Quality Assurance & The Daf Quality Management Plan.

DURATION 2 Hours

AUDIENCE Daf Core & Support Teams & Daf Maintenance Supvs

PREREQUISITES None.

OBJECTIVE State How The Principles Of Quality Assurance Are Implemented In The Daf By Daf Quality Mgmnt Plan.

TOPICS

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

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1DAF0008 The DAF Assmt Reqmnts Matrix & Assmt Schedule Impl

DESCRIPTION This course is designed to provide the student the information to meet assessment requirements in the DAF. Will grant equivalent credit to 1H000104.

DURATION 0 Days

AUDIENCE DAF Core Team and Support Staff

PREREQUISITES None

OBJECTIVE 1. Describe the DAF Assessment Matrix.
2. Explain the implementation of assessment in the DAF.

TOPICS See course objectives.

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1DAF0009 DAF Conduct of Operations Awareness Training

DESCRIPTION This course provides a basic awareness of the requirements of Conduct of Operations, and especially the way that it is implemented in the DAF.

DURATION 1 Hours

AUDIENCE Personnel who work in the DAF

PREREQUISITES none

OBJECTIVE Major Objectives: 1) define Conduct of Operations, 2) state the purpose of Conduct of Operations, 3) identify the basic requirements of Conduct of Operations, 4) state your responsibilities under DOE Order 5480.19 and DAF PLN-MG-07.

TOPICS This course covers the philosophy of Coduct of Operations and a brief review of each of the 18 chapters.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1DAF0300 DAF Overhead Crane Operating Training

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DESCRIPTION Course Consists Of Two Segments. First Is A Walk-Around & Explanation Of General Features Of Each Type Of Daf Overhead Crane. Will Include Explanation Of Operating Restrictions & Emergency Procedures Concentrating On What Is Specific To The Daf. Second Segment Will Consist Of Actual Hands-On Training & Will Include Demonstration, Student Practice & Practical Exercise With Each Crane Type.

9/30/99 Note: P/e-mail rec'd from Rich Hanspire (attached e-mail to CIF), chg'd renewal period from 24 to 36.

DURATION 0.5 Days

AUDIENCE National Lab Project Members, Bn Crane Maintenance & Selected Daf Personnel.

PREREQUISITES Must Be Qualified Overhead Crane Operator, Must Have Completed Dafget & Gert.

OBJECTIVE Given A Test Weight & Daf Overhead Crane, Move A Test Weight In All Possible Crane Directions With Each Of Three Types Of Daf Overhead Cranes In Accordance With Standard Overhead Crane Operation Procedures & Daf Specific Requirements.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000028 Bechtel Employee Safety Training

DESCRIPTION

DURATION 2 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000030 ES&H Training For Supervisors

DESCRIPTION Assist Supervisor Understand & Accept Their Es&H Roles/Responsibilities. Course Is Intended To Provide An Overview Of:

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DURATION 1 Days

AUDIENCE First Line Supervisors Up To And Including Section Managers.

PREREQUISITES Must Be A Supervisor.

OBJECTIVE At The Conclusion Of This Training, The Supervisor Will Be Able To Describe Their Es&H Roles/Responsibilities By Successfully Completing A Multiple Choice Written Exam W/A Passing Score Of 80%.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000041 Accident Investigation

DESCRIPTION Types Of Accidents/Incidents, Who Investigates, Accident Notification, Accident Investigation, Analytical Techniques & Accident Reporting.

Course scheduled by Bill Paskiet.

DURATION 3 Hours

AUDIENCE Supervisors, Best Committee Members, And Other Employees With Accident Investigation Responsibility.

PREREQUISITES Limited Accident Investigation Knowledge & Skills.

OBJECTIVE Given An Accident/Incident Scenario, The Trainee Will Successfully Complete An Accident/Incident Investigation Using The Proper Bechtel Nv Reporting Forms.

TOPICS

CREDIT HOURS 3.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000046 General Employee Training (GET)

DESCRIPTION This course is for new hires hired on or after 04/01/98.

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Students will receive credit for attending the following formal training courses:

1. Hazard Communication (1E000270)
2. Fire Extinguisher (1E000215)
3. Hantavirus Awareness (1E000271)
4. Desert Tortoise Conservation (1E000730)

Various other BN policies and procedures will be covered in general. See topics.

DURATION	1 Days
AUDIENCE	New BN employees hired after 04/01/98.
PREREQUISITES	None.
OBJECTIVE	At the completion of this training, the trainee will be able to state the general human resources and safety, health and environment policies of Bechtel Nevada, and successfully complete a written exam with a passing score of 80%.
TOPICS	Integrated safety management, BN safety policy and procedures, hazard communication, hantavirus, fire extinguisher, electrical hazard awareness, locks & tags, emergency management, ALARA, desert tortoise conservation, environmental regulations, business ethics, ADA policy, substance abuse and BN sexual harassment policy.
CREDIT HOURS	5.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1E000052	Ergonomics, Back Safety
DESCRIPTION	Training Module And Daily Stretching And Exercise Program. NOTE: Changed the course title from Back Injury Prevention Program to Ergonomics, Back Safety, per Sharon Commander. PW
DURATION	2 Hours
AUDIENCE	All Employees
PREREQUISITES	None.
OBJECTIVE	To Reduce The Number Of Back Injuries Among Employees. This Course Is Required To Complete One Of The Bn Performance Measures.
TOPICS	
CREDIT HOURS	2.00
COURSE COST	\$0.00

Printed on: 11/ 3/99

PROVIDER	IN-HOUSE
1E000111	CPR (BN/ARC)
DESCRIPTION	This Course Is Designed To Certify An Individual In The Accepted Way Of Clearing Obstructed Airways, Pulmonary Resuscitation & Cardiopulmonary Resuscitation. This Is An American Red Cross-Approved Course.
DURATION	0.5 Days
AUDIENCE	Mandatory For All Designated Wrkrs, Including Elec Wrkrs, Nurses, Designated Confined Space Wrkrs & Others. Optional For All Employees.
PREREQUISITES	None.
OBJECTIVE	CPR Trng Must Be Renewed Annually Via This Course During The 2nd & 3rd Yrs After Taking Std First Aid (1E000113) or Progressive First Aid (1E000112). (This Course # Was Changed To Reflect Consolidation Of Previous EM & Reeco Programs Into One Program Under BN).
TOPICS	
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1E000112	First Aid (BN/ARC)
DESCRIPTION	This Course Teaches The Knowledge & Skills Required For Emergency Care Of The Injured Or Ill Until Medical Care Arrives. This Is An American Red Cross-Approved Course. 5/18/99 Note: Changed course title from Progressive First Aid to "First Aid" per/Connie Becker. pw
DURATION	0.5 Days
AUDIENCE	Mandatory For All Designated Wrkrs, Including Elec Wrkrs, Nurses, Designated Confined Space Wrkrs & Others. Optional For All Employees.
PREREQUISITES	None.
OBJECTIVE	First Aid Training Must Be Renewed Every 3 Yrs. This Course Provides First Aid Trng, Separate From CPR Training.
TOPICS	
CREDIT HOURS	4.00
COURSE COST	\$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1E000130 Bloodborne Pathogens Training

DESCRIPTION This Course Teaches The Knowledge And Skill Required To Reduce Or Eliminate The Exposure To Communicable Diseases Carried By The Blood Or Other Body Fluids And What Actions To Take If You Are Exposed.

Training can be obtained via CBT (or classroom instruction when available).

DURATION 2 Hours

AUDIENCE Custodial Staff, Custodial Supervisors, Nurses, Designated Employees.

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000150 Electrical Worker Safety Training

DESCRIPTION This course covers the electrical safety-related work practices required for electrical workers who work on or near exposed energized parts. It includes training on the skills and techniques necessary to distinguish exposed live parts, determine the nominal voltage of exposed live parts, and determine minimum approach distance.

DURATION 0.5 Days

AUDIENCE Qualified electrical workers (those permitted to work on or near exposed energized parts) including linemen, groundmen, wiremen, substation maintenance personnel and other employees who may reasonably be expected to face a comparable risk of injury due to electrical shock or other electrical hazards.

PREREQUISITES none

OBJECTIVE Major Objective: Explain the OSHA and BN required electrical safety-related work practices necessary to avoid electrical hazards of working on or near exposed energized parts. Must pass a written test with a minimum score of 80 percent.

TOPICS BN electrical safety procedures, precautionary techniques, PPE, skills and techniques needed to distinguish exposed live parts from other parts, determine nominal voltage and determine minimum approach distance.

Printed on: 11/ 3/99

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000157 Electrical Safety Awareness

DESCRIPTION This course describes the safety precautions for electrical equipment and hazards in the work areas including hazards involving stored energy. It is required for all employees who are not qualified electrical workers whose duties require them to face a higher than usual risk of electrical shock in their normal duties.

DURATION 0.5 Days

AUDIENCE Unqualified electrical workers and other employees who face a higher than usual risk of electrical shock in their normal duties.

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000163 NTS Emergency Management Center Operations

DESCRIPTION This course covers the function of the NTS Emergency Management Center, the NTS Emergency Management Center Operations Procedure and the individual primary and associate positions that are manned during emergencies.
Contact Ken McGlothlin, Emergency Management manager, for additional info.

DURATION 1 Hours

AUDIENCE Personnel who have emergency management positions in the NTS EMC.

PREREQUISITES None.

OBJECTIVE Describe how the Nevada Test Site Emergency Management Center functions during emergencies at the Nevada Test Site to support the DOE/NV Emergency Management Program.

Printed on: 11/ 3/99

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000180 Environmental Awareness-Employee Briefing

DESCRIPTION This Course Provides A Comprehensive Understanding Of And An Appreciation For The Complexity And Sophistication Of Major Environmental Laws. Explains The Potential Liability For Lack Of Compliance.

DURATION 0.5 Days

AUDIENCE All Employees, Including Casual Employees

PREREQUISITES**OBJECTIVE****TOPICS**

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000206 Resource Conserv & Recovery Act (RCRA)-Compliance

DESCRIPTION Solid Waste Identification, Review Of Characteristic & Listed Waste Specifications, Mixture Rule & Derived-From Rules, Restrictions For Waste Types, Activities Subject To Land Disposal Restrictions, Nts Site-Specific Issues Including Used Oil Managementand Universal Wastes. Corrective Actions & Clean-Up Levels.

DURATION 2 Days

AUDIENCE Personnel Who Work In Environ Mgmnt, Environ Health Or Waste Ops Or Whose Work Involves The Mgmnt Of Hazard Wastes Or Oversight Responsibilities.

PREREQUISITES Minimum 3-Day Basic Rcra Course Or Fundamentals Of Rcra

OBJECTIVE Identify Emergency Response Procedures & Systems, Describe Key Parameters For Automatic Waste Feed Cut-Off Systems, Define Characteristics & Listed Wastes & Describe Land Disposal Restrictions.

TOPICS

Printed on: 11/ 3/99

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000210 Fire Extinguisher Training W/Hands-On

DESCRIPTION Introduction To Fire Extinguisher Use Including Hands-On Training. This Course Covers The Mandatory Requirement Listed In Fire Extinguisher Orientation - Refresher (1E000215) and should be given an equivalency credit.

Contact Capt. David Young, Emergency Management/Firefighters, for additional info.

DURATION 2 Hours

AUDIENCE Optional for all employees.

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000215 Fire Extinguisher Orientation/Refresher (Video)

DESCRIPTION This Course Provides An Introduction To Fire Extinguisher Use Using The Aims Media Videotape Entitled "Safety On The Job: Fire Extinguishers."

Contact Paula Wing, HR Training, (702) 295-0215, to check-out this videotape.

DURATION 0.5 Hours

AUDIENCE Mandatory for all BN Employees.

PREREQUISITES None.

OBJECTIVE See Content.

TOPICS

Printed on: 11/ 3/99

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000230 Hazardous Waste Site General Worker

DESCRIPTION Course Provides 40 Hours Of Both Classroom And Field Exercises For Employees Engaged In Hazardous Waste Site Operations.
The 8-hour refresher, 1E000235, is required annually.
Contact Gregg Calvird, HR Training, 702/295-7464, for additional info.

DURATION 1 Weeks

AUDIENCE All Personnel Working In Area 5 And Environmental Restoration And Waste Management Cleanup/Characterization Projects.

PREREQUISITES None.

OBJECTIVE Pertinent Federal Legislation, Chemistry, Toxicology, Med Surveillance, Personal Protective Equipment (PPE), Decontamination, Monitoring Equipment, Health & Safety Plans Are Topics Covered In The Classroom. Field Exercises Give The Students The Practical Side Of Performing Risk Assessment, Health & Safety Planning & Making An Entry Using Various Levels Of PPE.

TOPICS

CREDIT HOURS 40.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000235 Hazardous Waste Site General Worker - Refresher

DESCRIPTION Course Provides 8 Hours Of Refresher Training For Employees Engaged In Hazardous Waste Site Operations.
Contact Gregg Calvird, HR Training, 702/295-7464, for additional info.

DURATION 1 Days

AUDIENCE All Personnel Working In Area 5 And Environemntal Restoration And Waste Management Cleanup/Characterization Projects.

PREREQUISITES 1E000230 Hazardous Waste Site General Worker.

Printed on: 11/ 3/99

OBJECTIVE Pertinent Federal Legislation, Hazard Communication, Personal Protective Equipment (PPE), Contamination Control, & The Health & Safety Plans
 Plans
 Are topics Covered In The Classroom. The Student Will Draft And Implement A Procedure For Donning And Doffing Level C And Level B Protection.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000237 Hazardous Waste Site Worker Trng for Supvs

DESCRIPTION Course Will Provide Additional Information On The Requirements And Responsibilities Of The Supervisor On A Hazardous Waste Site.
 Contact Gregg Calvird, HR Training, 702/295-7464, for additional info.

DURATION 1 Days

AUDIENCE Required For Anyone Who Supervises Others On A Hazardous Waste Site.

PREREQUISITES 1e000230 - Hazardous Waste Site General Worker

OBJECTIVE Topics Include Legal Aspects, Regulatory Requirements, Hazard Recognition, Site Operations And Control, And Site Specific Health And Safety Plans.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000240 Forklift Training

DESCRIPTION This Course Provides The Trainee With The Procedures For Safe Operation And Maintenance Of The Forklift. Includes Hands-On Training.
 Forklift Training certification is currently offered in two parts: 1E000240 is the written section accomplished via CBT (or classroom instruction when available). 1E00P240 is the practical session accomplished by evaluation of the student on a forklift or lift truck operating system.

DURATION 1 Days

AUDIENCE Employees Who Operate A Forklift

Printed on: 11/ 3/99

PREREQUISITES None.

OBJECTIVE (This Course Has Been Combined With 1E000245 "Forklift Training - Requalification" As Of 06/01/97).

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000251 Confined Space Training - NTS

DESCRIPTION Explains The Practices & Procedures To Protect Employees From The Hazards Of Entry Into Permit-Required Confined Spaces. Personnel Will Be Qualified On The Rescue Equipment Used By Their Organization, If Applicable. Rescue Equipment Training At Nts Is provided By NTS Fire Department.

DURATION 0.5 Days

AUDIENCE Entrants, Attendants, And Their Supervisors

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000270 Hazard Communications Training

DESCRIPTION This Course Provides The Trainee With An Awareness Of The Hazard Communication Standard & Its Basic Requirements. Includes Training On The Standard, MSDS Familiarization And Use, And The HMIS Labeling System.

Training is currently accomplished via CBT.

DURATION 2 Hours

AUDIENCE Mandatory for all BN Employees, Including Casual/Part Time Employees.

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PREREQUISITES None.

OBJECTIVE Hazcom Training Is Required By 29 CFR 1910.1200 And States That Each Employee Will Understand The Standard, MSDS, And The Company Labeling System.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000271 Hantavirus Awareness (Video)

DESCRIPTION General Information About Hantavirus.
Training is accomplished via video. Contact Paula Wing, HR Training, 702/295-0215, to check out.

DURATION 0.5 Hours

AUDIENCE Any Employee Whose Work May Bring Them Into Contact With Hantavirus.

PREREQUISITES None.

OBJECTIVE At The Completion Of This Video, Trainee Will Be Able To State How The Hantavirus Is Identified & Protective Measures To Be Used When Coming Into Contact With Rodent Droppings.

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000274 Hazcom - Supervisors Work Area Orientation

DESCRIPTION This Course Will Familiarize Supervisor's On Their Responsibilities Regarding The Hazard Communication Training Required For Employees Using Hazardous Chemicals. Specific Topics Will Include An Overview Of The Osha Hazard Communication Program(29 Cfr 1910.1200), How To Read & Interpret Material Safety Data Sheets, Labelling Requirements For Containers, OJT Requirements, Chemical Compatibility & Storage, & General Emergency Procedures For Chemical Incidents.

Note: This course shd be taken by Mgrs/Suprs in order to give course 1E000275 (Hazcom: Work Place Orientation). pw

DURATION 1 Hours

AUDIENCE Mandatory for supervisors/managers whose employees work with or may come in contact with hazardous chemicals.

Printed on: 11/ 3/99

PREREQUISITES

OBJECTIVE This Course Will Provide The Materials And Guidelines For The Supervisors To Present 1E000275 To Their Employees.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000275 Hazcom - Workplace Chemical Orientation

DESCRIPTION Course Covers The MSDS, Personal Protective Equipment And Hazards Associated With The Chemicals Used In The Specific Work Area. These Are Covered Under Hazard Types Such As Asphyxiants, Carcinogens, Central Nervous System Depressants, Compressed Gasses, Corrosives, Explosives, Flammables And Irritants.

Note: This course is given by the Supervisor to his/her employees. (Supervisor shd have taken course 1E000274, in order to be able to give the training for 1E000275.) pw

DURATION 1 Hours

AUDIENCE Employees Who Use Or Are Exposed To Chemicals.

PREREQUISITES

OBJECTIVE This Course Will Be Presented By The Supervisor To Their Employees And Will Familiarize The Employee With The Chemicals In Their Work Area And The Associated Hazards.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000277 Mercury Awareness

DESCRIPTION Course Gives An Overview Of The History And Uses Of Mercury, The Health Hazards, Acute And Chronic Effects Of Mercury. The Course Also Describes The Proper Procedure For Cleaning Up A Mercury Spill.

Contact Gregg Calvird, HR Training, 702/295-7464, for additional info.

Printed on: 11/ 3/99

DURATION	1 Hours
AUDIENCE	Employees Who Provide Maintenance On Thermostats And Who Would Be Involved With Cleaning Up A Spill.
PREREQUISITES	1E000270 Hazard Communication.
OBJECTIVE	At The Conclusion Of This Course The Student Will Be Able To 1)State Signs And Symptoms Of Mercury Poisoning And 2) Describe The Process For Cleaning Up A Mercury Spill.
TOPICS	
CREDIT HOURS	1.00
COURSE COST	\$0.00

PROVIDER IN-HOUSE

1E000310 Hazard Recognition Training

DESCRIPTION Covers The Various Generic Hazard Groups, What Is A Hazardous Condition, And How These Conditions Relate To Accident Causes.
Contact Connie Becker, HR Training, 702/295-3474, for additional info.
08/05/98: Course duration changed from 2 hrs to 3 hrs.

DURATION 3 Hours

AUDIENCE Mandatory For Supervisors Who Conduct Or Supervise Safety Inspections.

PREREQUISITES None.

OBJECTIVE Overview Of Hazards And How To Control Them.

TOPICS

CREDIT HOURS 3.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000312 Hazard Assessments

DESCRIPTION Reviews BESH process used to identify and manage hazards, complete a PHA form, complete a hazard assessment form, review process for determining RAC's for each identified hazard.

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DURATION	0.5 Days
AUDIENCE	Employees and managers who have responsibilities for conducting hazard assessments.
PREREQUISITES	none
OBJECTIVE	Given required information, materials, and instruction; complete a hazard assessment IAW CD-0444.005, Hazard Assessment.
TOPICS	Process used to manage hazards, hazard identification suggestions preliminary hazard analysis (PHA), initial hazard assessment.
CREDIT HOURS	2.00
COURSE COST	\$0.00

PROVIDER IN-HOUSE

1E000313 CSM-Job Hazard Analysis

DESCRIPTION Identifies the key job steps, the hazards and potential hazards of each job step, and the safe practices to eliminate or reduce the identified hazards.

DURATION 1 Hours

AUDIENCE Craft workers or operators who perform CSM functions.

PREREQUISITES none

OBJECTIVE To increase employee awareness of safety principles, disciplined operations, and teamwork. This increased awareness results in a safer work environment and a more efficient work place.

TOPICS Job recognition, performance of a job hazard analysis by the employee participation on a second JHA, comparison of employees JHA to the safety engineers analysis followed with a critique of the employees JHA.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000315 Personal Protective Equipment (PPE)

DESCRIPTION Credit for this course can be given upon completion of checklists provided by the student's supervisor (1E00031A, 1E00031B, 1E00031C, 1E00031D Eye,

Face, Hand, Foot Protection Modules).

Credit can also be given via the CBT (or classroom instruction when available).

05/26/98: Course is currently under revision.

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DURATION 1 Hours

AUDIENCE Employees who have a PPE Requirement.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000340 Hazardous Waste Minimization Orientation (Video)

DESCRIPTION This Course Covers General Issues And Practices Applicable To Waste Minimization & Pollution Prevention. This Requirement Is Satisfied For Any Calendar Year By Viewing Either Of The Videotapes "Take The First Step" Or "Be Part Of The Solution."

Contact Paula Wing, HR Training, 702/295-0215, to check out the video.

DURATION 0.5 Hours

AUDIENCE All Employees.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000350 Hearing Conservation Indoctrination

DESCRIPTION This Course Covers Health Effects Of Excessive Noise & Proper Wearing Of Hearing Protection Devices.

Training is accomplished via CBT (or classroom instruction when available).

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DURATION 1 Hours

AUDIENCE Employees Who Are Required To Use Hearing Protection

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000370 Rigging Considerations Training

DESCRIPTION Course Is Designed For Part-Time Operators And Includes The Knowledge And Skills Needed To Safety Rig Various Loads That Will Be Lifted. This Includes Safe Operating Procedures, Required Inspections And Rigging Hardware.

DURATION 0.5 Days

AUDIENCE Mandatory For Incidental Operators

PREREQUISITES None

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000371 Hoists & Overhead Cranes

DESCRIPTION Course Is Designed For Part-Time Operators Of Cranes And Lifting Devices And Includes A Substantial Amount Of Information On Materials Handling Using Industrial Fork Trucks. Includes Various Types Of Overhead Cranes & Hoists, Function And operations Of Cranes, Daily Visual Inspection Procedures, And Other Inspection Procedures.

4/26/99 Added renewal period of 36 months p/Connie Becker. PW

Printed on: 11/ 3/99

DURATION 0.5 Days

AUDIENCE Mandatory For Incidental Operators

PREREQUISITES Successful Completion Or Testout Of 1E000370 Rigging Consideration.

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000373 Mobile Crane Training

DESCRIPTION Construction Characteristics Of Mobile And Locomotive Type Cranes - Inspection, Testing And Maintenance Of Cranes (Including Safety Requirements), Operation & Qualification & Conduct For Safe Operating Practices, Hands-On, Filed Operating Experience Withperformance Test. Written Test.

DURATION 0.5 Days

AUDIENCE Mobile Crane Operators At Spill Test Facility, NTS.

PREREQUISITES Hold Position Which Requires Operating Locomotive-Type Crane As Is At Spill Test.

OBJECTIVE Describe Requirements Of ANSI Standard B30.5-1989,Identify And Describe The Safety Requirements For Operating Cranes As Directed By Osha - Operate Crane At Spill Test Facility - Describe Qualification And Conduct Of Crane Operations And Operating Practice

TOPICS

CREDIT HOURS 6.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000375 Overhead Hoist Inspector Training

DESCRIPTION Definitions & Terminology, Design Criteria, Safe Operating Practices Of Hoists & Cranes, Inspection Criteria For Frequent Inspection Of Overhead Hoists & Cranes, Site Specific Inspection Of Overhead Hoists & Cranes To Meet Reeco "Monthly Hoistinspection" Form 1480.

6/29/99 Removed the word "monthly" from the course title p/Rich Hanspire. pw

Printed on: 11/ 3/99

DURATION	0.5 Days
AUDIENCE	Qualified Hoist & Overhead Crane Operators Designated As Monthly Hoist Inspector.
PREREQUISITES	Student Must Be Designated By Management As Overhead Hoist Inspector.
OBJECTIVE	Upon Completion, Student Will 1) Perform/Record Visual Inspection Of Overhead Hoists/Cranes To Reqrmts Of Reeco Safety Code H1 "Inspection Of Overhead Hoists & Cranes (Other Than Mobile); 2) List Identification Rqrmts Of Overhead Hoists & Cranes 3) State Op Para Of Overhead hoists

TOPICS

CREDIT HOURS	4.00
COURSE COST	\$0.00

PROVIDER	IN-HOUSE
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1E000376 **Aerial Work Platform Operator Training**

DESCRIPTION	This course provides the trainee with the safety practices to use during operation of aerial work platforms. It emphasizes the safe operation of specific platform through a performance evaluation and operator's manual.
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Note: Course description/title/topics/objectives,etc were updated. 5/21/99 pw

DURATION	1 Hours
AUDIENCE	Operators of aerial work platforms

PREREQUISITES	None.
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OBJECTIVE	Major objective: given an aerial work platform, operator's manual and materials from this course, operate an aerial work platform according to OSHA, ANSI and BN Standards. Supporting objectives: 1) State the four types of aerial work platforms, 2) define the key terms of aerial work platforms, 3) state aerial work platform operator responsibilities and duties, 4) state general safety criteria for aerial work platforms.
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TOPICS	Types of aerial work platforms, responsibilities and duties of operators, key definitions, general safety criteria and operation of a platform to include pre-start and work place inspections.
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CREDIT HOURS	1.00
COURSE COST	\$0.00

PROVIDER	IN-HOUSE
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1E000378 **Fall Protection Training**

Printed on: 11/ 3/99

DESCRIPTION Introduction To Fall Protection, Who Must Be Protected, Requirements For Guardrail Systems, Warning Line Systems, Safety Net Systems, Toe Boards, Covers, Etc. Regulations Stating How The Fall Protection Equipment Will Be Deployed. Structural Requirementsfor Fall Protection Equipment, Fall Protection Systems, Etc.

DURATION 2 Hours

AUDIENCE Employees Working Six Feet Above A Lower Level Or Working Around Dangerous Equipment, And Their Supervisors.

PREREQUISITES None.

OBJECTIVE To Become Familiar With 29 Cfr 1926 Subpart M Fall Protection Regulations.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000400 Ladder Safety (Video)

DESCRIPTION This Course Covers The Selection, Care, And Proper And Safe Use Of Ladders And Scaffolding.

DURATION 0.5 Hours

AUDIENCE Ladder & Scaffold Users

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000401 Scaffold Maintenance Training

DESCRIPTION Tbdd

Printed on: 11/ 3/99

DURATION 2 Hours

AUDIENCE

PREREQUISITES Tbd

OBJECTIVE Tbd

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000402 Ladders & Scaffolds Safety Training

DESCRIPTION This course is delivered via CBT format only at this time.

DURATION 1 Hours

AUDIENCE Those Working On Scaffolds Or Using Ladders.

PREREQUISITES None.

OBJECTIVE Describe Safe Practices In Use Of Scaffolds & Ladders In General Industry Setting. Describe Hazards Of Portable & Fixed Ladders & Procedures To Be Followed To Minimize Hazards.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000410 Laser Safety Indoctrination

DESCRIPTION Will Familiarize Laser Users & Incidental Users About Potential Hazards When Working With Lasers, Laser Safety Standards, & Bn Laser Safety Controls.

DURATION 1 Hours

Printed on: 11/ 3/99

AUDIENCE Laser Users

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000420 Laser Safety Training

DESCRIPTION Will Familiarize Laser Technicians About Potential Hazards When Working With Lasers, Laser Safety Standards, & Eg&G Laser Safety Controls.

DURATION 2 Days

AUDIENCE Laser Technicians

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000440 Lockout/Tagout Training

DESCRIPTION Lockout/Tagout Definitions, Responsibilities And Lockout/Tagout Procedures To Be Followed. This Includes Issuing Numbers, Lockout/Tagout Permits, Ensuring Proper Locks Are Used, Initializing Permits, Keeping Logs Up To Date, And Ensuring Logs Are Kept Onfile.

DURATION 2 Hours

AUDIENCE Authorized Employees Who Will Do The Actual Installation & Removal Of Locks/Tags & Supervisors Who Direct Lock And Tag Activities.

Printed on: 11/ 3/99

PREREQUISITES Must Be Lo/To Manager, Verifier Or Authorized Employees.

OBJECTIVE Attendees Will Be Able To Explain Their Roles/Responsibilities In Initializing The Lo/To Procedures Through Recordkeeping Processes.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000480 Nts Safety/Security Orientation

DESCRIPTION This Course Explains The Basic Safety & Security Policies To The Employee. This Course Is Satisfied By Doe Video, "Safety/Security Briefing," Control Number S-891. Video Can Be Obtained From The Es&H Division, 5-2620.

Changed effective end date from 5/4/93 to blank. BSS
Deactivated per S Commander, 1/29/99. BSS

DURATION 1 Hours

AUDIENCE All Employees

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000567 Refrigerant Recycling Certification

DESCRIPTION Vendor-supplied training.

DURATION 1 Days

AUDIENCE

PREREQUISITES

Printed on: 11/ 3/99

OBJECTIVE Vendor-Supplied Training

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000570 Radiological Control Technician (RCT) Phase I

DESCRIPTION Core & Site-Specific Training That Provides Basic Health Physics Knowledge To Prospective Radiological Control Technicians.

DURATION 2 Weeks

AUDIENCE Prospective Radiological Control Technicians.

PREREQUISITES Core Academics Should Be Completed Prior To Attending Site-Specific Training.

OBJECTIVE

TOPICS

CREDIT HOURS 100.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000571 Radiological Control Tech (RCT) Phase II (JPM)

DESCRIPTION Provides Training On Specific Tasks & Equipment Used By Radiological Control Technicians.

DURATION 2.5 Days

AUDIENCE Prospective Radiological Control Technicians

PREREQUISITES Phase I Academics Should Be Completed Prior To Attending Phase II Training.

OBJECTIVE

TOPICS

CREDIT HOURS 19.00

Printed on: 11/ 3/99

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000572 Radiological Control Tech (RCT) Phase III-Oral Bd

DESCRIPTION Qualifies Prospective Radiological Control Technicians.

DURATION 0.5 Days

AUDIENCE Prospective Radiological Control Technicians.

PREREQUISITES Successful Completion Of RCT Phase I And Phase II Training.

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000574 Radiological Control Technician (RCT) Cont Trng

DESCRIPTION See courses 1E00A574 - 1E00F574 for modules that may be used in satisfying this requirement.

DURATION 1 Weeks

AUDIENCE Radiological Control Technicians.

PREREQUISITES Completion of 1E000570 - 1E000573.

OBJECTIVE Provides The Skills And Knowledge Necessary For RCTs To Accomplish Their Duties & Maintain Proficiency Through A Review Of Selected
Core Training Topics.

TOPICS

CREDIT HOURS 40.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1E000577 RCT Core for Subcontractors

DESCRIPTION Course number is used for testouts of non-BN employees on the core portion of Phase I only.

DURATION 0.5 Days

AUDIENCE

PREREQUISITES None.

OBJECTIVE Document Testing Of Knowledge Skills For Subcontractor-Provided Radiological Control Technicians.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000580 Radiological Worker I

DESCRIPTION This Course Provides Necessary Core And Site Specific Training For Employees Who Require Access To Radiological Buffer Areas And Radiation Areas.

DURATION 1 Days

AUDIENCE Mandatory For All Workers That Work With Or Near Sealed Radiation Sources

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

Printed on: 11/ 3/99

1E000582 Radiological Worker II

DESCRIPTION Radiological Fundamentals, Alara Program, Biological Effects, Radiation Limits, Personnel Monitoring Program, Radiological Postings & Controls, Radiological Emergencies, Radioactive Contamination Control.

DURATION 1.5 Days

AUDIENCE Radiation Workers That Work In High Radiation Areas/Contaminated Areas

PREREQUISITES None.

OBJECTIVE Upon Completion, Participants Will Have The Knowledge To Work Safely In Areas Controlled For Radiological Purposes Using Proper Radiological Practices.

TOPICS

CREDIT HOURS 12.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000583 Nevada Facilities Site Specific Radiological Wkr

DESCRIPTION This training provides necessary information in site-specific areas for all Nevada radiological facilities, RSL, NTS, and NLVF. This course addresses the hazards workers may encounter and provides information about employee responsibilities and administrative/engineering controls.

DURATION 2 Hours

AUDIENCE Radiological workers new to the NTS, RSL, or NLV facilities.

PREREQUISITES Radiological worker.

OBJECTIVE Upon completion of this training course, the participant will have the knowledge to work safely in areas at the Nevada facilities controlled for radiological purposes using proper radiological practices.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000584 STL Site Specific Radcon Training

Printed on: 11/ 3/99

DESCRIPTION Course is currently under development.

DURATION 1 Hours

AUDIENCE STL radiological worker employees.

PREREQUISITES Assigned To STL Facility.

OBJECTIVE Upon Completion Of This Training, Trainee Will Have The STL Site Specific Knowledge To Work Safely In Areas Controlled By Radiological Purposes Using Proper Radiological Practices.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000585 General Employee Radiological Training (GERT)

DESCRIPTION This Training Is For Employees Who Routinely Enter Radiologically Controlled Areas (Posted) But Do Not Perform Hands-On Work With Radioactive Materials Or Sources Of Radiation. Includes Core Course Material And Site-Specific Information,Policies And Emergency Responses.

DURATION 1 Hours

AUDIENCE Employees Routinely Entering Radiologically Controlled Areas But Do Not Work Directly With Radiation

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000587 WAMO Specific RADCON Orientation

DESCRIPTION TBD

Printed on: 11/ 3/99

DURATION 1 Hours

AUDIENCE RADCON personnel at WAMO.

PREREQUISITES TBD.

OBJECTIVE TBD.

TOPICS TBD.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000590 Respirator Training for Non-Supervisors

DESCRIPTION This Course Describes The Proper Use & Wearing Of Respirators & Includes A Hands-On Demonstration And Fit Test.

Contact Bob Boudreaux for additional information.

10/8/99 Note: P/Earl Trail, chg'd name from Air-Purifying Respirator Training to Respirator Training for Non-Supervisors. pw

DURATION 1 Hours

AUDIENCE Industrial Hygienist Technicians and others.

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000596 Respirator Training For Supervisors

DESCRIPTION Contact Gregg Calvird, HR Training, 702/295-7464, for additional info.

Printed on: 11/ 3/99

DURATION 1 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000598 Closed Circuit SCBA Training

DESCRIPTION Provides classroom instruction on the operation of the Draeger BG-4 closed circuit self-contained breathing apparatus (SCBA). Requires trainees to inspect, don, doff, and perform an activity while wearing the SCBA.

Contact Robert Brounstein (5-3528) to schedule this training.

DURATION 1.5 Hours

AUDIENCE mine rescue, recovery teams, IH personnel

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000599 S.C.B.A. Open Circuit Respirator Training

DESCRIPTION Provide information in the safe use of S.C.B.A. equipment.

DURATION 1 Hours

Printed on: 11/ 3/99

AUDIENCE Anyone using S.C.B.A. equipment.

PREREQUISITES None.

OBJECTIVE None.

TOPICS None.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000617 Substance Abuse Awareness For CDL Supervisors

DESCRIPTION Illicit Drug And Alcohol Testing And Illicit Drug And Alcohol Misuse, And Managing Performance Problems.

Refer questions about this course to Patti Goin. Training is not involved with this course, per Sharon Commander. PW

6/22/99 P/e-mail from Linda Bowden p/Rich Hanspire, chg'd length of course and credits from 2 hrs to 4 hrs. PW

7/20/99 P/Rich Hanspire, course was re-activated. PW

DURATION 4 Hours

AUDIENCE Supervisors Of Commerical Drivers - Both Interstate And Intrastate.

PREREQUISITES Supervisors Of Commercial Drivers License Holders.

OBJECTIVE Given A Set Of Course Materials, The Participant Will Be Able To Define The Purpose Of Drug And Alcohol Teting For Safety-Sensitive Positions And Explain The Supervisor'S Role In Managing The Problem Of Substance Abuse In The Workplace.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000630 Work At Heights Training

DESCRIPTION Teaches Employees The Safety Rules, Regulations, And Tower Climbing Emergency Procedures. Trainee Will Demonstrate Tower And Pole Climbing Techniques, The Use Of Fall Arrest Equipment, Proper Rigging Techniques And Pole Top Rescue.

Printed on: 11/ 3/99

DURATION 1 Weeks

AUDIENCE Employees That Climb Towers

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 40.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000660 Underground Worker Safety Training - Initial

DESCRIPTION Teaches Employees The Safety Rules, Regulations, And Tunnel Emergency Procedures, Which Include The Use Of Emergency Refuge Station And The Drager 810-Self Rescuer.

Refresh annually via 1E000665 UWST Annual Refresher.

DURATION 0.5 Days

AUDIENCE Employees Assigned To Tunnel Activities.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000662 U1a Site Specific Training

DESCRIPTION Provides information on worker responsibilities at the U1a complex and site-specific hazards, both underground and on the surface.

DURATION 1 Hours

Printed on: 11/ 3/99

AUDIENCE All workers at the U1a complex.

PREREQUISITES None.

OBJECTIVE U1a complex workers will be able to state their responsibilities and the requirements of the U1a complex.

TOPICS None.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000665 Underground Worker Safety Training Annual Refresher

DESCRIPTION Overview Of Underground Environment To Include: Entry Procedures, Transportation & Workplace Access, Emergency Evacuation Procedures, Msa_Msha Lessons Learned And Fatal-Grams, And Self-Rescuer Training & Demonstration.

DURATION 3 Hours

AUDIENCE All Personnel Who Work Underground At The NTS.

PREREQUISITES Must Have Successfully Completed 1E000660 UWST Basic.

OBJECTIVE Prepare Workers For Underground Entry, Working Conditions, & Exit And Emergencies At The Nevada Test Site Shafts & Tunnels.

TOPICS

CREDIT HOURS 3.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000668 Underground Worker Safety Training

DESCRIPTION This is a combined course between 1E000660 Underground Worker and 1E000665 Underground Worker Refresher. CIF to come from Earl or Chuck. pw

DURATION 3.5 Hours

AUDIENCE

Printed on: 11/ 3/99

PREREQUISITES**OBJECTIVE****TOPICS**

CREDIT HOURS 3.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000670 Waste Handler Training

DESCRIPTION This Course Covers Site Specific Release/Spill Control Measures & Hazardous Waste Disposal Procedures.

DURATION 1 Hours

AUDIENCE Personnel Who Generate Or Handle Hazardous Waste

PREREQUISITES**OBJECTIVE****TOPICS**

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000690 X-Ray (Basic HP) Safety Indoctrination

DESCRIPTION Training Includes Overview Of Radiological Fundamentals, Including Basic Fundamentals Of X-Rays & Gamma Rays. Alara Practices, Biological Effects, Dosimetry, Required Postings, Protective Measures, Employee Responsibilities, & Emergency Response Measures are Also Discussed.
Training Includes A Practical Exercise Using A Gm Survey & The Ion Chamber.

DURATION 0.5 Days

AUDIENCE All X-Ray Device Users.

PREREQUISITES None.

Printed on: 11/ 3/99

OBJECTIVE**TOPICS**

CREDIT HOURS 3.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000730 Desert Tortoise Conservation (Video)

DESCRIPTION The Purpose Of This Course Is To Explore Ways To Mitigate Or Lessen The Impact Of Doe/Nv Activities On The Tortoise.

DURATION 0.5 Hours

AUDIENCE All Employees Who Work At The Nts

PREREQUISITES

OBJECTIVE Video

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000740 Sealed Radioactive Source Accountability

DESCRIPTION Custodians And Users Of Radioactive Sources At Eg&G/Em Are Required To Be Trained (Per Doe) In Proper Storage, Use And Accountability Of Those Sources.

DURATION 1 Hours

AUDIENCE Radiation Source Custodians

PREREQUISITES**OBJECTIVE****TOPICS**

Printed on: 11/ 3/99

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000745 Welding and Cutting (CBT)

DESCRIPTION Used in the field - Marshall Islands for knowledge of welding/cutting operations.

DURATION 0.5 Days

AUDIENCE Technicians in the Marshall Islands.

PREREQUISITES None

OBJECTIVE None

TOPICS None

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000750 Blasters Certification

DESCRIPTION

DURATION 0.5 Days

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1E000751 Instructor Blasters Certification

DESCRIPTION Review Of 1e000750 Lesson Plan, Instructional Procedures, And Techniques Used In This Course.

DURATION 0.5 Days

AUDIENCE

PREREQUISITES None.

OBJECTIVE Qualifies Personnel To Instruct Course 1e000720 (Blasters Certification).

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000755 Powder Actuated Tool Safety Training

DESCRIPTION

DURATION 2 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000756 Hilti 451 Powder Actuated Tool Training

Printed on: 11/ 3/99

DESCRIPTION

DURATION 0.5 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000757 Hilti 350 Powder Actuated Tool Training

DESCRIPTION

DURATION 0.5 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000758 Excavating & Trenching Competent Person Training

DESCRIPTION This Course Number Is Created To Represent The Training Requirement For Excavating & Trenching For Competent Persons. It Will Be Used To Reference Vendor-Provided Training That Meets The Requirements Of The Training. Equivalencies Will Be Granted To Thiscourse Number For Specific, Approved Vendor Courses.

Printed on: 11/ 3/99

DURATION	0.5 Days
AUDIENCE	Employees Designated By Supervisors As "Competent Persons" Involved With Excavating & Trenching.
PREREQUISITES	None.
OBJECTIVE	See Course Content.
TOPICS	
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1E000770 Mine Rescue/Scba Initial Training

DESCRIPTION

DURATION	2 Days
AUDIENCE	

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS	16.00
COURSE COST	\$0.00

PROVIDER	IN-HOUSE
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1E000775 Mine Rescue/Scba Refresher Training

DESCRIPTION

DURATION	0.5 Days
AUDIENCE	

Printed on: 11/ 3/99

PREREQUISITES**OBJECTIVE****TOPICS**

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000780 Asbestos Awareness Training

DESCRIPTION Course Provides An Awareness Level Of Asbestos And The Hazards Associated With Asbestos. Asbestos-Related Diseases, Personal Protective Equipment, Regulatory Requirements, And Fiber Release Procedures Will Be Covered. This Course Willnot Certify Anyone In The Removal Of Asbestos.

DURATION 2 Hours

AUDIENCE Any Employee Working In A Building Containing Asbestos.

PREREQUISITES None.

OBJECTIVE Students Will Learn To Name Various Forms Of Asbestos, List Diseases & Health Effects Assoc. W/Asbestos Exposure, Discuss Where Asbestos Is Commonly Found, Describe Osha Asbestos Limits, & List Proper Procedures For Avoiding The Release Of Asbestos Fibers

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000781 Asbestos Worker Training

DESCRIPTION Asbestos And Its Uses, Health Effects, Personal Protective Equipment, Safe Work Practices, Use Of Negative Pressure Air Filter Systems, Preparation Of Work Areas, Asbestos Abatement Techniques, Air Monitoring, Hazard Communication Regulation.

DURATION 3 Days

AUDIENCE

PREREQUISITES

Printed on: 11/ 3/99

OBJECTIVE The 40 Hour Asbestos Worker Course Focuses On The Hazards Of Asbestos, The Specific Procedures Used On The Job, And The Legal Rights Of The Workers. During This Course, Students Will Participate In Group Discussions And Hands-On Exercises.

TOPICS

CREDIT HOURS 24.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000782 Asbestos Supervisor/Contractor Training

DESCRIPTION Safety & Health Hazards Of Workplace And Of Asbestos, Ppe, Recordkeeping, Air Monitoring, And Supervision.

DURATION 4 Days

AUDIENCE

PREREQUISITES

OBJECTIVE The 40 Hour Asbestos Abatement Supervisor/Contractor Course Builds On Information Provided In The 40 Hour Asbestos Worker Course. Emphasis Is Placed On Enhancing Leadership And Communication Skills.

TOPICS

CREDIT HOURS 32.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000783 Asbestos Inspector Training

DESCRIPTION Role Of Inspectors, Pre-Inspection Planning, Recordkeeping, State Asbestos Programs, Hands-On Inspection, Personal Protective Equipment, Public Relations.

DURATION 3 Days

AUDIENCE

PREREQUISITES

OBJECTIVE Taught In Conjunction With The Asbestos Management Planner Course. Training Includes Instruction In Sampling Systems, Personnel Protection, And Physical Assessment Of Asbestos. It Is Required For Anyone Who Inspects Asbestos In Any Public/Comm/Indust Bldg

Printed on: 11/ 3/99

TOPICS

CREDIT HOURS 24.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000784 Asbestos Management Planner Training

DESCRIPTION

DURATION 1 Weeks

AUDIENCE

PREREQUISITES This Course Must Be Preceded By 1e000783 "Asbestos Inspector" Course.

OBJECTIVE This Course Provides Training In Hazard Assessment, Abatement Prioritizing, And Cost Comparative Estimating.

TOPICS

CREDIT HOURS 40.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000785 Asbestos Worker Refresher

DESCRIPTION Review Of Techniques For Handling Asbestos Containing Materials, Preparation Of The Work Area, Review Of Federal Regulations And The Updates To Them, Review Personal Protection Requirements And Equipment, Health Effects, Other Safety Hazards.

DURATION 1 Days

AUDIENCE Laborers, Site Maintenance, Plumbers, Electricians And Construction Workers From Reeco, Eg&G, And Other Doe Contractors.

PREREQUISITES Hold Current Asbestos (Ahera) Worker Certification (Within 12 Months).

OBJECTIVE Describe Appropriate Asbestos Work Practices, Identify Techniques For Preparing The Work Area. Describe Updates To The Federal Regulations, Review Safety Hazards, Safe Removal Practices And Equipment Use, Pass Written Examination With 80% Accuracy.

TOPICS

Printed on: 11/ 3/99

CREDIT HOURS	8.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1E000786	Asbestos Supervisor/Contractor Refresher
DESCRIPTION	Review Of Techniques For Handling Asbestos Containing Materials, Preparation Of The Work Area, Federal Regulations & Updates To Them,Personal Protection Requirements And Equipment, Health Effects,Other Safety Hazards.
DURATION	1 Days
AUDIENCE Doe	Industrial Hygienists, Environmental Specialists, Work Supervisors, Job Superintendents, Site Maintenance Personnel For Reeco, Eg&G, Other Contractors.
PREREQUISITES	Hold Current Asbestos (Ahera) Supervisor/Contractor Certification (Within 12mos)
OBJECTIVE	Describe Proper Work Preparation Practices, Identify Ahera And Osha Regulatory Updates, Review Health Effects, Medical Surveillance Practices, Respirator Protection Program, Hazard Communication Program, Emergency Procedures Program Pass Written Exam 80%.
TOPICS	
CREDIT HOURS	8.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1E000787	Asbestos Inspector Refresher
DESCRIPTION	Techniques For Asbestos Inspection & Assessment, Bulk Sampling For Asbestos Containing Materials, Federal Regulations & Updates To Them, Requirements For Reinspection, Reassessment And Record Keeping, Conduct Evaluation Asbestos Survey.
DURATION	0.5 Days
AUDIENCE	Industrial Hygienists, Environmental Specialists, From Reeco, Eg&G/Em And Other Doe Contractors.
PREREQUISITES	Hold Current Asbestos (Ahera) Inspector Certification (Within Last 12 Months).
OBJECTIVE	Describe Asbestos Inspection And Assessment Practices, Identify Ahera And Osha Updates For Sampling Asbestos Containing Materials, Review Requirements For Reinspection, Describe Hazard Assessments And Record Keeping Procesures, Pass Written Exam 80%.
TOPICS	

Printed on: 11/ 3/99

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000788 Asbestos Management Planner Refresher

DESCRIPTION Review Techniques For Asbestos Inspection And Assessment, Bulk Sampling For Asbestos Containing Materials, Review Federal Regulations And The Updates To Them, Review Requirements For Reinspection, Reassessment And Record Keeping, Conduct Evaluation.

DURATION 0.5 Days

AUDIENCE Industrial Hygienists, Environmental Specialists, From Reeco, Eg&G/Em And Other Doe Contractors.

PREREQUISITES Hold Current Asbestos (Ahera) Mgmt,Planner & Inspector Certif. Withing 12 Mos.

OBJECTIVE Describe Asbestos Inspection And Assessment Practices, Identify Ahera And Osha Updates For Record Keeping And Reporting, Review Procedures For Evaluating Inspections, Review Ahera Regulations, Pass Written Examination With 80% Accuracy.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000791 Asbestos Project Designer

DESCRIPTION This course number is created to represent the training requirement for Asbestos Project Designer. It will be used to reference vendor-provided training that meets the requirements of the training. Equivalencies will be granted to this course number for specific, approved vendor courses.

DURATION 1 Days

AUDIENCE Industrial hygienists, environmental specialists, work supervisors, job superintendents, site maintenance personnel.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 8.00

Printed on: 11/ 3/99

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000800 Waste Management for the Generator

DESCRIPTION This 4-Hour Course Addresses Programmatic Procedures Which Reflect Current Company Policies And Procedures On Hazardous Waste Management, Waste Minimization, And Spill Reporting. Emphasis Is Placed On The Individuals Role In Hazardous Wastemanagement At The Generator'S Workplace. Site Specific Hazardous Waste Mangement As Per The Resource Conservation And Recovery Act (RCRA) Is Covered.

DURATION 0.5 Days

AUDIENCE Required For All Personnel Who Generate, Handle And Accumulate Hazardous Waste, Or Have Oversight Responsibilities For Hazardous Waste.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000832 Advanced Cardiac Life Support (ACLS) Cert & Recert

DESCRIPTION

DURATION 1 Days

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1E000836 EMT - Paramedic Skills

DESCRIPTION

DURATION 1 Days

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 10.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000840 Lead Awareness

DESCRIPTION Course Covers Procedures, Health Effects, Personal Protective Equipment, And Monitoring.

DURATION 2 Hours

AUDIENCE Any Personnel Who Works With Or Around Lead.

PREREQUISITES 2e000270 Hazard Communication

OBJECTIVE At The Conclusion Of This Course, Student Will Be Able To State: 1) The Health Effects From Overexposure To Lead, 2) What Type Of Ppe Is Required, 3) What Their Responsibilities Are As Lead Workers.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000850 RCT Supervisor Oral Board

Printed on: 11/ 3/99

DESCRIPTION**DURATION** 0.5 Days**AUDIENCE** Prospective Rct Supervisors**PREREQUISITES** Successful Completion Of Rct Phase I And Phase Ii Training.**OBJECTIVE** Qualifies Prospective Rct Supervisors**TOPICS****CREDIT HOURS** 4.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**1E000851 RADCON-ALARA Training For Managers**

DESCRIPTION Course informs management of their responsibilities in accordance with the DOE Radiological Control (RADCON) manual. Training includes principles of the RADCON manual supplemented by site-specific procedures. Incumbents should participate in continuing training--emphasizing self-assessment, root causes and lessons learned based on operational experience.

NOTE: P/the Radiological Control Managers Council meeting on 3/18/99, it was agreed to delete 1E000853 (RADCON-ALARA Trng for Technical Support Personnel) and anyone having this requirement would then need to take 1E000581. 04/09/99 PW

Note: 10/25/99 Made chgs to description section p/Connie Becker. pw

DURATION 0.5 Days**AUDIENCE** For those who manage, supervise, or provide oversight of RADCON Programs.**PREREQUISITES** None.**OBJECTIVE** Attendees will become familiar with manager's responsibilities in communicating the principles of ALARA as based on the requirements of the DOE RADCON manual.**TOPICS****CREDIT HOURS** 4.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE

Printed on: 11/ 3/99

1E000890 Hard Core Training (CP)**DESCRIPTION**

DURATION 0.5 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE Video

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000950 Industrial Hygiene Field Technician Training

DESCRIPTION This training provides on-site safety and health support to NTS field work. The main focus of the program is for underground activities; however, support is not necessarily limited to underground activities. The program is designed for any operations where IH monitoring equipment will be used.

DURATION 2.5 Days

AUDIENCE Radiological Control Technicians at the NTS, RSL or NLV facilities.

PREREQUISITES None

OBJECTIVE Upon completion of this training course, the participant will demonstrate the basic industrial hygiene and safety concepts of hazard recognition and evaluation in an underground environment by correctly using field monitoring equipment.

TOPICS DOE/NV 353 and IHFT implementation documents, monitoring equipment, noise/hearing protection, heat stress, safety theory, industrial hygiene programs, silica, and welding.

CREDIT HOURS 20.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

Printed on: 11/ 3/99

1E000955 IHFT Refresher Training

DESCRIPTION This training provides hands-on learning using industrial hygiene equipment to support field activities.

DURATION 1 Days

AUDIENCE Radiological Control Technicians using industrial hygiene equipment in the field.

PREREQUISITES None

OBJECTIVE None

TOPICS None

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000960 NTS WAC (formerly NVO-325) - Facilitated Video

DESCRIPTION This Course Encompasses All Aspects Of The Nevada Test Site Defense Waste Acceptance Criteria, Certification, And Transfer Requirements.

Note: 9/23/99 Contact Larry Kotek (5-1889) or Phil Ralphs (5-5685) for information or to schedule a class.

DURATION 1 Hours

AUDIENCE Only required for waste characterization and waste certification personnel.

PREREQUISITES

OBJECTIVE Determine the regulatory status of waste streams offered for disposal at the NTS RWMS/complete characterization documentation, including MEF's and WP's. Certify waste/sign Package Certification Labels and Certificatino statements.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E000992 PBSP Observer Training

Printed on: 11/ 3/99

DESCRIPTION	Performance based safety process to identify unsafe or at-risk behavior(s) in an unthreatening manner, Nevada Test Site style. Note: 2/1/99 P/Bill Paskiet, this course replaced course #1E000991. Anyone who took 1E000991 shd receive equivalency credit for 1E000992. (1E000991 has been de-activated.) pw
DURATION	0.5 Days
AUDIENCE	PBSP observers.
PREREQUISITES	none
OBJECTIVE	Using the information provided by instructor, the trainee will complete a PBSP observation and complete the critical path checklist.
TOPICS	History and background, observation process, practical exercise.
CREDIT HOURS	2.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1E00P240 Forklift Training - Practical Evaluation

DESCRIPTION	Hands-On Operation Of A Forklift Truck.
DURATION	1 Hours
AUDIENCE	
PREREQUISITES	Forklift Training (1E00240) either via CBT or classroom instruction.
OBJECTIVE	Evaluate Or Provide Hands-On Forklift Operation & Training.
TOPICS	
CREDIT HOURS	1.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1E00P371 Oper & Monthly Inspection of Hoist/Overhead Cranes

DESCRIPTION	Provide operation checkout of overhead, gantry cranes and hoists. Provide instruction in monthly inspections of overhead cranes & hoists.
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Printed on: 11/ 3/99

DURATION 2 Hours

AUDIENCE Anyone who has taken Overhead & Gantry Cranes CBT course.

PREREQUISITES 1E000371 - Crane Safety: Overhead & Gantry.

OBJECTIVE Provide operational checkout on overhead cranes.

TOPICS Safe use of hoist/crane and monthly inspections.

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E00W660 Underground Worker Safety Trng For WSI Employees

DESCRIPTION Underground Training For WSI Personnel Only. This Course Is Not Intended For BN Or Lab Personnel.

DURATION 2 Hours

AUDIENCE Wsi Personnel Only

PREREQUISITES None.

OBJECTIVE This Is A Course Conducted By And For Wsi Employees. Course Was Established To Enter Completion Data In Train. This Course Is Not Intended For Bn Or Lab Personnel.

TOPICS

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1E0PB376 Aerial Work Platform Operator Training-Boom Lifts

DESCRIPTION This course is the performance evaluation on boom lifts for the operator. It emphasizes the safe operation of specific platform through a performance evaluation and operator's manual.

DURATION 1 Hours

Printed on: 11/ 3/99

AUDIENCE	Operators of aerial work platforms-boom lifts
PREREQUISITES	none
OBJECTIVE	Major objectives: given an aerial work platform, operator's manual and materials from this course, operate an aerial work platform according to OSHA, ANSI and BN Standards. Supporting objectives: 1) perform a pre-start inspection of aerial work platform, 2) perform a work place inspection, 3) operate an aerial work platform.
TOPICS	Operation of a platform to include pre-start and work place inspections.
CREDIT HOURS	1.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1E0PS376 Aerial Work Platform Operator Trng - Scissor Lifts

DESCRIPTION	This course is the performance evaluation on scissor lifts for the operator. It emphasizes the safe operation of specific platform through a performance evaluation and operator's manual.
DURATION	1 Hours
AUDIENCE	Operators of aerial work platforms -- scissor lifts
PREREQUISITES	none
OBJECTIVE	Major objective: given an aerial work platform, operator's manual and materials from this course, operate an aerial work platform according to OSHA, ANSI and BN standards. Supporting objectives: 1) perform a pre-start inspection of aerial work platform, 2) perform a work place inspection, and 3) operate an aerial work platform.
TOPICS	Operation of a platform to include pre-start and work place inspections.
CREDIT HOURS	1.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1G000555 Project Management: Overview

DESCRIPTION	This course is an overview of project manager responsibilities, management and leadership, and project execution planning. This course is intended for mission managers, project managers, and potential project managers. This revision does not cover Project Control System Training, Parts I and II (1G000557 and 1G000558).
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Printed on: 11/ 3/99

DURATION	0.5 Days
AUDIENCE	People Who Develop & Implement Project Plans.
PREREQUISITES	None.
OBJECTIVE	Upon completion of training, participants will be able to explain core knowledge, skills & requirements necessary to efficiently & effectively manage projects for Bechtel Nevada.
TOPICS	
CREDIT HOURS	4.00
COURSE COST	\$0.00

PROVIDER IN-HOUSE

1G000700 Zenger-Miller's Frontline Leadership

DESCRIPTION Six Modules: 1) Basic Principles, 2) Giving Constructive Feedback, 3) Getting Good Information From Others, 4) Getting Your Ideas Across, 5) Dealing With Emotional Behavior, 6) Recognizing Positive Results.

DURATION 3 Days

AUDIENCE First Line Supervisors & Above.

PREREQUISITES None.

OBJECTIVE This Course Is Designed To Develop & Enhance Leadership Skills Of Supervisors & Managers At All Levels.

TOPICS

CREDIT HOURS 24.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1G000701 Team Performance

DESCRIPTION Three Modules As Follows: 1) Clarifying Team Roles & Responsibilities, 2) Conducting Information Exchange Meetings, 3) Resolving Team Conflicts.

DURATION 1.5 Days

AUDIENCE First Line Supervisors & Above.

Printed on: 11/ 3/99

PREREQUISITES Participants Must Have Completed 1g000700, Zenger-Miller'S Frontline Leadership.

OBJECTIVE This Course Is Designed To Develop Team Performance Skills.

TOPICS

CREDIT HOURS 12.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1GY2K160 Ethics FY2000 Awareness Training

DESCRIPTION TBD, course will probably not be starting until after January, 2000.

DURATION 1 Hours

AUDIENCE All employees

PREREQUISITES none

OBJECTIVE TBD

TOPICS See description

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1H000038 Individual Performance Mgmnt (IPM) Orientation

DESCRIPTION This course is mandatory for all supervisory BN employees.

DURATION 1 Hours

AUDIENCE Managers/Supervisors.

PREREQUISITES Managers/Supervisors Who Have At Least One Person Reporting To Them.

OBJECTIVE Assist Managers/Supervisors In Understanding The IPM Process & How To Use It Effectively With Their Employees.

Printed on: 11/ 3/99

TOPICS History & Primary Objectives Of The Ipm Process. How To Complete The Ipm Form. Review Of The Supervisor'S Ipm Workbook. How To Conduct Progress Reviews Of Ipm.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1H000104 Sexual Harassment Training

DESCRIPTION This video will provide the viewer with the latest information on how to prevent sexual harrassment and how to avoid the creation of a hostile work environment.

Contact John Medina, 702/295-2232, to obtain the video.

DURATION 1 Hours

AUDIENCE Managers and supervisors.

PREREQUISITES None.

OBJECTIVE

1. Define sexual harrassment.
2. Describe your role in the prevention of sexual harrassment.
3. State methods to be used to avoid a hostile work environment.

TOPICS See course objectives.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1H000107 Supervisor's Orientation

DESCRIPTION Provide an overview of supervisors' responsibilities including safety and HR/labor relations.

DURATION 0.5 Days

AUDIENCE All supervisors

PREREQUISITES None

OBJECTIVE

1. Provide supervisors an understanding of their key responsibilities.

Printed on: 11/ 3/99

2. Orient supervisors to the manual of HR Principles and its application to their responsibilities.
3. Provide an overview of key supervisor safety responsibilities.
4. Review good labor relations practices.

TOPICS General supervisor responsibility and safety/HR-labor relations responsibilities.

CREDIT HOURS 3.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1H000108 EEO Training (Social Legislation & Sexual Harras.)

DESCRIPTION This course is designed to identify your rights and responsibilities as they relate to equal employment opportunity, affirmative action principles, and how to deal with issues of harassment (sexual and otherwise). This training is required for all new managers/supervisors only. It should be taken no later than six months after being hired as a manager/supervisor.

Note: Completion of 1H000108 will grant equivalency credit to 1H000104.

Note: 6/2/99 - added last three sentences under description. PW

DURATION 1 Days

AUDIENCE New supervisors/managers

PREREQUISITES None

OBJECTIVE Describe your rights and responsibilities as they relate to equal employment opportunity, affirmative action principles, and how to deal with issues of harassment (sexual and otherwise); identify the categories of employees who are protected by anti-discrimination laws; identify the orders and acts relating to social legislation; describe Bechtel Nevada's Processes and Principles that relate to equal employment opportunity and affirmative action for all employees; and, prepare the supervisor or manager to understand and deal with harassment issues.

TOPICS

- 1) Title VII Civil Rights Act
- 2) BN equal Employment Opportunity Policy
- 3) BN Harassment bulletin
- 4) Executive Order 11246, and other federal, state statutes, laws and orders.

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1HY2K105 Diversity: Food for Thought

DESCRIPTION This program highlights the benefits of diversity and the need to support diversity programs. Participants will learn how to confront their own biases and change their paradigms to include trust, openness, and effective communication.

This course is presented as a video with discussion hosted by a facilitator. Contact Fran Montes or Carrie Booker to schedule.

Printed on: 11/ 3/99

DURATION	1 Hours
AUDIENCE	All employees.
PREREQUISITES	none
OBJECTIVE	Major objective: the student will describe methods of valuing diversity in the workplace. Supporting objectives: 1) describe how to build relationships by acknowledging differences as strengths, 2) identify programs that encourage diversity, 3) describe the benefits of diversity and its impact, 4) evaluate our attitudes towards people who are different than yourself.
TOPICS	See objectives
CREDIT HOURS	1.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1I000312 PAPS Transmitter Training

DESCRIPTION System Overview: Define Procurement Accounts Payable System (PAPS), Explain Hazardous Material Ordering Process, Explain Alerts & Category Coding, Explain Requisition Approval Process. Explain Financial Information Business Systems (FIBS) Cost Model, De-Fine Terms & Definitions, Requisitioning: Enter Requisition Header Zone Data, Enter Requisition Lines Zone Data, Enter Distribution Zone Data, Enter Requisition Entry Defaults Zone Data, Viewing Data: View Sourced Item Data, View Requisitions, View Vendor

Course changed to active status on 2/18/99. BSS

DURATION	1.5 Days
AUDIENCE	Any Employee Who Will Be Using The Procurement Accounts Payable System (Paps) To Create, Modify, View, Print Procurement Related Data.
PREREQUISITES	Keyboard Skills & Completion Of Introduction To Paps Cbt Training.
OBJECTIVE	Upon Completion Of This Course, Participants Will Demonstrate Their Ability To Enter, Modify, View, Print Procurement-Related Data.
TOPICS	
CREDIT HOURS	12.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

Printed on: 11/ 3/99

1I000320 Creates Management Overview

DESCRIPTION Overview For Management Of The Creates System And How It Is Used To Document Both Requirements & Assessments/Deficiencies. It Describes The Creates System Modules & Their Use & Explains To Managers What Types Of Access Privileges Are Available In Thesystem. Managers Learn What Criteria To Use In Assigning Users From Their Organization & What Kind Of Hardware & Software Requirements Must Be In Place For System Access.

Reactivated on 3/15/99 for use at WAMO. BSS
Keep open for other possible orientations in 1999.

DURATION 2 Hours

AUDIENCE Managers Who Will Have The Authority & Responsibility For Completing Work & Resolving Deficiencies Within Their Organizations.

PREREQUISITES None.

OBJECTIVE Participants Will Be Able To Describe Uses Of Creates System & Select Appropriate Users Based On Guidelines Presented, Identify Creates As Computerized Mgmnt Tool For Assisting W/Mgmnt Of Rqrments/Pfrmnce, Describe How Creates Links Rqrments Info To Asses

TOPICS

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000330 CREATES New User Training

DESCRIPTION CREATES Overview, System Indoctrination, Adding An Assessment, Adding A Deficiency, Adding A Cause, Adding A Corrective Action, Editing A Deficiency, Evaluating A Cause & Corrective Action Response, Requesting/Granting Extensions, Completing Correctiveactions, Verifying Completion Of Corrective Actions, Creating Reports.

DURATION 1 Days

AUDIENCE Employees Who Have Been Approved By Their Mgmnt To Hold One Or More Access Codes (S.A.R. L.M.T. Or V.) To Use Creates System. Have No Prior Experience Of Previousl Deficiency Tracking Systems (Adts Or Improves). Should Have General Understanding Of Bnc/Do

PREREQUISITES Windows 3.1 Basic (Or Equiv) Or Windows 3.1 Fundamentals With Scorecard Cbt

OBJECTIVE Trainees Will Be Able To Successfully Perform, At One Or More Levels Of Access, Necessary Steps To Complete Activity, Identify Changes In Company & Doe Procedures & Policies Relating To Conducting Assessments & Identifying & Resolving Deficiencies, State

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1I000345 Crystal Report Writer

DESCRIPTION Tbd

DURATION 1 Days

AUDIENCE Users Of Crystal Report Writer

PREREQUISITES Tbd (Entered To Provide Course Number For Trng Req Questionnaire

OBJECTIVE Tbd

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000365 Windows 95: Basic

DESCRIPTION Participants Will Get Started With Windows 95, Work With The Desktop, And Use Online Help, My Computer, And Windows Explorer.
Participants Will Also Perform Hard Disk Maintenance, Perform Floppy Disk Maintenance, And Work With Shortcuts. The Controlpanel, Find Utility, And Windows 95 Accessories Will Also Be Covered.

DURATION 1 Days

AUDIENCE Users Of Windows 95 (Particularly Those Without Previous Experience In Windows 3.X).

PREREQUISITES Keyboard Skills. Familiarity With Computer Use Is Helpful.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1I000370 Introduction To MS Office 97

DESCRIPTION 1) Functional Overview Of Ms Office Products, 2) Differences Between Similar Features In Products, 3) Choosing Appropriate Application For Use, 4) Review.

DURATION 0.5 Days

AUDIENCE All Employees Affected By Desktop Transition To Leased PC's.

PREREQUISITES Students Should Be Comfortable Using Their Current PC For Tasks Necessary To Perform

OBJECTIVE Upon Completion, Students Will Be Able To Select Products Available In MS Office 97 Suite To Best Perform Their Job Tasks.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000380 Windows 3.X To Windows 95 Bridge

DESCRIPTION 1)Getting Started W/Windows 95, 2)Navigating Desktop, 3)Accessing & Using Online Help, 4)Working W/Shortcuts, 5)Using Windows Explorer, 6)Performing System Maintenance, 7)Exploring Network Neighborhood, 8)Using Control Panel, 9)Review.

DURATION 0.5 Days

AUDIENCE Employees Affected By Desktop Transition To Leased Pc'S & Users Migrating From Previous Versions Of Windows To Windows 95.

PREREQUISITES Knowledge Of Windows 3.X Features/Functions Required, Keybding Skills.

OBJECTIVE Upon Completion, Students Will Demonstrate Ability To Use Windows 95 Features & Functions To Perform System Maintenance & Access Applications.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

Printed on: 11/ 3/99

1I000405 Internet Basics - Using Internet Explorer

DESCRIPTION 1)Reviewing Internet Fundamentals, 2)Navigating World Wide Web, 3)Using Frames/Forms, 4)Customizing Your Browser, 5)Searching The Internet, 6)Marking Locations, 7)Using Bn Home, 8)Security Restrictions & Etiquette, 9)File Downloads & Use Of Newsgroups,10)Review

DURATION 0.5 Days

AUDIENCE All Employees Affected By Desktop Transition To Leased Pc'S

PREREQUISITES Keyboarding Skills & Students Should Be Comfortable Using Their Pc For Tasks Nec

OBJECTIVE Upon Completion, Students Will Demonstrate Their Ability To Use Internet & Bn Intranet Via Internet Explorer To Perform Job Related Tasks.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000410 Word 97: Basic

DESCRIPTION Course Is For Users Of MS Office 97's Word 97 Only. Course Provides An Intro To Word Processing Using Word 97 For Windows 95. Trainees Will
Learn To Start/Exit Word 97, Set Up Word Processing Environment, Including Toolbars/Views/Options, Create/Enter/Edit New Word Processing Docs,
Find/Open/Save Docs & Versions Of Docs, Preview/Print Docs, Select/Move/Copy Text, Use Word 97 Auto Text Features, Format/Enhance Text/Paragraphs/Entire Docs, Control Text Flow/Alignment/Page Orientation, Use Spell/Grammar

DURATION 1 Days

AUDIENCE Users Of Word 97 (Part Of Ms Office 97 Suite)

PREREQUISITES Keyboarding Skills Req'd, Previous Knowledge Of Computer Use, Windows 95 Recommended.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

Printed on: 11/ 3/99

1I000415 Excel 97: Basic

DESCRIPTION Course Is For Users Of MS Office 97's Excel 97 Only. Course Provides An Intro To Spreadsheets Using Excel 97 For Windows 95. Trainees Will Learn How To Define/Navigate Thru Spreadsheet Wrkbooks, Create/Enter/Edit/Save New Spreadsheet Files, Setup/Preview/Print Wrksheets, Format/Enhance Wrksheets, Use Formulas/Functions/Auto-Calculation, Work With Multiple Worksheet Files, Create/Word With 3-Dimensional Worksheets/Formulae, Enhance Worksheet Appearance/Use Borders, Use Styles/Auto-Formats, Create/Modify Ch

DURATION 1 Days

AUDIENCE Users Of Excel 97 (Part Of MS Office 97 Suite)

PREREQUISITES Keyboarding Skills Reqd, Previous Knowledge Of Computer Use, Windows 95 Recommended.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000420 PowerPoint 97: Basic

DESCRIPTION Course Is For Users Of MS Office 97's Powerpoint 97 Only. Course Provides An Intro To Presentation Graphics Using Powerpoint 97 For Windows 95. Trainees Will Learn To Start/Exit Powerpoint, Configure Toolbar/Work In Various Views, Create/Enter/Edit/Savepowerpoint Presentations, Add/Modify Text/Bulleted Info/Slides, Format/Enhance Text/Slides, Preview/Print Slides/Outlines/Notes, Use Spellchecker/Style Checker/Autocorrect Feature, Draw/Insert/Arrange Objects On Slides, Use/Modify Wordart/Clip Art,

DURATION 1 Days

AUDIENCE Users Of Powerpoint 97 (Part Of MS Office 97 Suite)

PREREQUISITES Keyboarding Skills Reqd, Previous Knowledge Of Computer Use, Windows 95 Recommended.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER	IN-HOUSE
1I000425	Access 97: Basic
DESCRIPTION	Participants Will Learn To Use Features & Functions Of Access 97 For Windows 95 (Part Of Office 97). They Will Work With Access Tables, Set Field Properties, & Change & Customize Tables. They Will Create & Work With Queries, Create Reports, & Import Data into Access.
DURATION	1.5 Days
AUDIENCE	Users Of Access 97 For Windows (Part Of MS Office 97 Suite)
PREREQUISITES	Keyboarding Skills Req'd, Previous Knowl Of Computer Use, Db Basics, Windows 95 Recommended.
OBJECTIVE	See Content.
TOPICS	
CREDIT HOURS	12.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1I000430	Word 97: Intermediate
DESCRIPTION &	Participants will learn to use features & functions of Word 97 at the intermediate level. They will create & use templates; create letters, envelopes, labels; create & use styles; create & use outlines; create & modify headers & footers; creating & using tables, including calculations; formatting text in tables; use borders, shading, & table autoformat; create & use columns; create & use graphics, including images, lines, & watermarks.
DURATION	1.5 Days
AUDIENCE	Intermediate level users of Word 97 for Windows (part of MS Office 97 suite).
PREREQUISITES	Keyboarding skills required. Previous knowledge of computer use, database basics, and Windows 95 recommended. Previous experience or training in Word 97 required or permission of instructor required.
OBJECTIVE	See course description.
TOPICS	See course description.
CREDIT HOURS	12.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

Printed on: 11/ 3/99

1I000435 On Track for Training

DESCRIPTION	The course provides basic training for end users of OnTrack for Training (OTFT).
DURATION	0.5 Days
AUDIENCE	Training recordkeepers.
PREREQUISITES	Basic keyboarding and Windows skills.
OBJECTIVE	Trainees will be able to: 1) Log on/off OTFT; 2) customize their OTFT work space using Screen Options; 3) use the Calendar and Today's Menu options, Menu options, and the Maintain menu; 4) Navigate various table List and Detail screens and change screen sort and selection options; 5) use Quick View buttons and View/Action menu options; 6) print employee and organization data reports from List or Detail screens, using standard reports or <F12> Print List; 7) review student, class, instructor-led course, self-study course, and Individual Development Program data from List and Detail screens.
TOPICS	Topics include logon/logoff, navigating OTFT, using List and Detail screens, customizing screen displays, and generating reports.
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1I000440 PC Transition Basics

DESCRIPTION quick introduction	This course combines 4 hours of Windows 95 basic instruction with 4 hours of Introduction to MS Office 97 and Introduction to the BN Intranet. It is provided primarily for users of new leased PCs who may be using Windows 95 for the first time. It also is designed to provide a quick introduction to the MS Office 97 shortcut bar and common features and also to the Company Intranet and browser basics.
DURATION	1 Days
AUDIENCE	Users of new leased PCs.
PREREQUISITES	Keyboarding skills.
OBJECTIVE	Participants will be able to use Windows 95 to manage files & folders, and to create desktop shortcuts. Participants will be able to use the MS Office 97 shortcut bar to access favorite programs and will customize the bar to their needs. Participants will be able to use the Internet Explorer browser to access the BN Intranet (BNHome) and selected Internet locations. Participants will be able to create and use Favorites and do simple searches using Internet search engines.
TOPICS Change Assistant,	Getting Started with Windows 95, Navigating the Desktop, Access & Using Online Help, Working with Shortcuts, Using the Control Panel to Display Properties, Using Windows Explorer, Performing System Maintenance using File & Folder Management, Using the MS Office 97 Office Using the Office Shortcut Bar, Using WordArt/OfficeArt, Using Internet Explorer 3.0, Navigating the BNHome Pages, Using Favorites, Using

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Search Engines.

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000445 Word 97 Basic Modular Part 1

DESCRIPTION This course provides a basic introduction to Word 97 file creation and editing functions.

DURATION 0.5 Days

AUDIENCE Users of Word 97 software.

PREREQUISITES Keyboarding skills and basic Windows 95 knowledge and skills.

OBJECTIVE Upon completion of this course, participants will use MS Word 97 features & functions to create, edit, and print documents. Participants will be able to: start and exit Word 97, manipulate the toolbars and change the document view, enter and edit text, preview and print documents, use the search options to find documents, move and copy selected text, and use the Autotext, Autocomplete and Autocorrect options.

TOPICS Lesson 1: Getting Started with Word; Lesson 2: Creating, Saving, and Printing Documents; Lesson 3: Editing Documents; Lesson 4: Moving and Copying Text; Lesson 5: Using Automatic Text Features; Review: Exercises and Productivity Builder

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000450 Word 97 Basic Modular Part 2

DESCRIPTION This course provides Word 97 Basic formatting features and functions.

DURATION 0.5 Days

AUDIENCE Users of Word 97 software.

PREREQUISITES Word 97 Basic Modular Part 1 (1I000445) or knowledge of the objectives covered in Word 97 Basic Modular Part 1.

OBJECTIVE Upon completion of this course, participants will use MS Word 97 features and functions to format documents. Participants will be able to 1) format text using enhancements such as AutoFormat As You Type, Format Painter, and attributes such as boldface, italics, underline, strikethrough, and others; 2) identify and use Sections in documents; 3) format paragraphs by setting margins, using hyphenation, changing line spacing, setting tabs, indenting paragraphs, and using nonprinting characters; 4) format documents by controlling text flow, aligning text on pages, changing page

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Thesaurus;	orientation, using page numbers, and using simple headers and footers; 5) use writing tools including Spell Checker, Grammar Checker, and 6) Use Find and Replace functions to manipulate text and word forms.
TOPICS	Lesson 6: Formatting Text; Lesson 7: Formatting Paragraphs; Lesson 8: Formatting Documents; Lesson 9: Using Find and Replace; Lesson 10: Using Proofing Tools; Review: Exercises and Productivity Builder.
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
11000455	Excel 97 Basic Modular Part 1
DESCRIPTION	This course provides a basic introduction to Excel 97 spreadsheet creation, formatting, and printing.
DURATION	0.5 Days
AUDIENCE	Users of Excel 97 software.
PREREQUISITES	Keyboarding skills.
OBJECTIVE	Upon completion of this course, participants will use MS Excel 97 features and functions to design, create, change, and print worksheet files. Participants will be able to 1) define and navigate through workbooks and worksheets; 2) create, enter, edit, and save new workbook files; 3) preview and print worksheets and workbooks; 4) format and enhance worksheets.
TOPICS	Lesson 1: Getting Started with Excel; Lesson 2: Creating Worksheets; Lesson 3: Modifying Worksheets; Lesson 4: Printing Worksheets; Lesson 5: Formatting Worksheets; Review: Exercises and Productivity Builder.
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
11000460	Excel 97 Basic Modular Part 2
DESCRIPTION	This course provides a basic introduction to Excel 97 spreadsheet formulas, functions, multiple worksheet features, and styles/autoformats.
DURATION	0.5 Days
AUDIENCE	Users of Excel 97 software.
PREREQUISITES	Completion of Excel 97 Basic Modular Part 1 or knowledge of the objectives covered in Excel 97 Basic Modular Part 1.

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OBJECTIVE Upon completion of this course, participants will use MS Excel 97 formulas, formatting and graphs to enhance worksheets and workbooks. Participants will be able to 1) use formulas, functions, and auto-calculation; 2) work with multiple worksheets and create 3-dimensional formulas; 3) enhance worksheet appearance through the use of text and font attributes, text alignment options, borders, shading, and the use of 3-dimensional shapes; 4) use Styles and Autoformats.

TOPICS Lesson 6: Working with Basic Formulas and Functions; Lesson 7: Using Multiple Worksheets; Lesson 8: Enhancing Worksheets; Lesson 9: Using Styles and Autoformats; Review: Exercises and Productivity Builder.

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000465 Excel 97: Intermediate

DESCRIPTION This course provides intermediate level training in Excel 97 spreadsheet formulas, functions, multiple worksheet features, and styles/autoformats. Trainees will review the basics of Excel 97; name cells, ranges, and formulas; work with advanced functions such as VLOOKUP, IF, and ROUND; perform advanced formatting for numbers; use outlines; find and replace data; use automatic and manual recalculation functions; use special format and print options; protect worksheet data by hiding/displaying data and using passwords; change screen displays by freezing titles and using different toolbars; import, export, and link spreadsheet data; and work with templates and macros.

DURATION 1.5 Days

AUDIENCE Users of Excel 97 software.

PREREQUISITES Completion of Excel 97 Basic (1I000415) or knowledge of the objectives covered in Excel 97 Basic.

OBJECTIVE Upon completion of this course, participants will use MS Excel 97 formulas, formatting and graphs to enhance worksheets and workbooks.

Participants will be able to:

- Name cells, ranges and formulas
- Work with advanced functions such as VLOOKUP, IF AND ROUND
- Perform advanced formatting for numbers
- Use outlines
- Find and replace data
- Use automatic and manual recalculation functions
- Use special format and print options
- Protect worksheet data by hiding/displaying data and using passwords
- Change screen displays by freezing titles and using different toolbars
- Import, export, and link spreadsheet data
- Create templates and macros

TOPICS See course description and/or objectives.

CREDIT HOURS 12.00

COURSE COST \$0.00

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PROVIDER	IN-HOUSE
1I000470	PowerPoint 97: Intermediate
DESCRIPTION	<p>This course is for users of MS Office 97's PowerPoint 97 only. Trainees will review PowerPoint 97 basics; work with outline view; create custom charts and tables; create, modify, and format organization charts; use multimedia, including sound, video, and image files; work with slide masters and</p> <p>templates; use animated text and objects; link slides using hyperlinks; create custom slide shows and speaker notes; and save presentations in other formats.</p>
DURATION	1.5 Days
AUDIENCE	Users of PowerPoint 97 software.
PREREQUISITES	Completion of PowerPoint 97 Basic (1I000420) or knowledge of the objectives covered in PowerPoint 97 Basic.
OBJECTIVE	<p>Upon completion of this course, participants will use PowerPoint 97 to create presentation graphics. Participants will be able to:</p> <ul style="list-style-type: none"> Use outline view Create custom charts and tables Create, modify, and format organization charts Use multimedia, including sound, video, and image files Work with slide masters and templates Use animated text and objects Link slides using hyperlinks Create custom slide shows and speaker notes Save presentations in other formats
TOPICS	See course content and/or objectives.
CREDIT HOURS	12.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1I000475	Using BNHome Intranet
DESCRIPTION	<p>This course introduces trainees to the BNHome Intranet. Trainees will learn to use the Internet Explorer browser to access BNHome and will explore company organization sites and related information. Trainees will learn to use hyperlinks, URL addresses, and search engines. They will learn to link to external Internet sites and will print, save, and use text and graphics from both Internet and Intranet locations.</p>
DURATION	2 Hours
AUDIENCE	Users of BNHome Intranet.
PREREQUISITES	None.

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OBJECTIVE Upon completion of this course, participants will use the Internet Explorer browser to access BNHome; explore company organization sites and related information; use hyperlinks, URL addresses, and search engines; link to external Internet sites; and print, save, and use text and graphics from both Internet and Intranet locations.

TOPICS See course descriptions and/or objectives.

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000480 Sunflower Assets (PRISM) Introduction

DESCRIPTION This course introduces trainees to Sunflower Assets (PRISM upgrade) asset management (property management) software. It is for power users and property administrators as directed by management. The course consists of ten modules: Overview, User Interface, Reports, Asset Center Representatives, Manage Inventory Assets, Finance Module, Excess Module, Inactive Module, Review Module, and Administration Module. Initial sessions will be provided by the external vendor, Sunflower Systems, and then continued by in-house sessions presented by HR Training.

DURATION 4 Days

AUDIENCE Power users and property administrators as directed by management

PREREQUISITES None

OBJECTIVE

TOPICS

CREDIT HOURS 36.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000485 Sunflower Assets (PRISM) for Property Center Reps

DESCRIPTION This course introduces trainees to Sunflower Assets (PRISM upgrade) asset management (property management) software. It is for property center representatives (PCRs). The course consists of four modules: Overview, User Interface, Reports, and Asset Center Representatives. Initial sessions provided by the external vendor, Sunflower Systems, and then continued in-house by HR Training as necessary.

DURATION 1 Days

AUDIENCE Property center representatives (PCRs)

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PREREQUISITES None

OBJECTIVE

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000490 Sunflower Assets (PRISM) Excess Module

DESCRIPTION This course introduces trainees to Sunflower Assets (PRISM) asset management (property management) software. It is for those who deal with excess property activities. The course consists of four modules: Overview, User Interface, Reports, and Excess Module. Initial sessions will be provided by the vendor, Sunflower Systems, with continuing training by BNC HR Training.

DURATION 1.5 Days

AUDIENCE Users of the excess module in Sunflower Assets software.

PREREQUISITES None

OBJECTIVE

TOPICS

CREDIT HOURS 12.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000495 Sunflower Assets (PRISM) Queries

DESCRIPTION This course introduces trainees to Sunflower Assets (PRISM) asset management (property management) software. It is for those who will primarily use query and report functions. The course consists of three modules: Overview, User Interface, and Reports.

DURATION 2 Hours

AUDIENCE Users of the query and reports functions of Sunflower Assets software.

PREREQUISITES Users need access to the Internet via Internet Explorer. Access to Sunflower Assets software is NOT required.

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OBJECTIVE**TOPICS**

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000500 PAPS 10.7 Upgrade

DESCRIPTION This course will be presented to users of the PAPS system showing the changes in version 10.7 (from version 10.4) new information about how to logon/logoff in the UNIX captive menu, changes in system level commands from VMS to UNIX, use of a new FTP process for file transfers, and how to use the UNIX-based PINE e-mail system, which replaces VAX mail.

DURATION 0.5 Days

AUDIENCE Current users of the PAPS system

PREREQUISITES None

OBJECTIVE TBD

TOPICS PAPS 10.7 changes, FTP file transfer process, logon/logoff procedures and use of captive menu structure, PINE e-mail system.

CREDIT HOURS 3.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1I000505 Finance Inquiry

DESCRIPTION This course will present to users of the PAPS system the features and functions of the Finance Inquiry Responsibility.

DURATION 0.5 Days

AUDIENCE Current users of the PAPS system.

PREREQUISITES None

OBJECTIVE TBD

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TOPICS	TBD
CREDIT HOURS	2.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1I000510 Access 97: Intermediate

DESCRIPTION	Trainees will review the basics of Access 97; work with charts (change chart types, modify chart elements, enhance chart text/graphics); work with filters (create filters by selection, selection exception, and create filters for input); define relationships; define join types and join tables in queries; recognize and use data integrity features (properties, validation rules, lookup fields); use advanced form features, including tilted/colored forms, calculated expression controls, shortcuts and combo boxes; work with subforms and main forms; create and run macros; use advanced report features, such as custom headers/footers, text values from multiple fields, calculated controls, and custom pages; use advanced query features, such as calculated values, unique values, and record displays with/without values; and use advanced query features such as action and crosstab queries.
DURATION	1.5 Days
AUDIENCE	Users of Access 97 who are at the intermediate level.
PREREQUISITES	Keyboarding skills, Windows 95: basic or transition or working knowledge of the objectives covered in Windows 95: basic or transition. ACCESS 97: basic or working knowledge of the objectives covered in it.
OBJECTIVE	See course description.
TOPICS	See course description.
CREDIT HOURS	12.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1IC00101 Access 2.0 Fundamentals (CBT)

DESCRIPTION	Intro To Windows, Access Basics: Starting Access, Access Screen, Using Menus, Object & Command Buttons. What Are Tables? The Toolbar, Using Scroll Bar, Status Bar, Navigating Through Tables, Finding Records, Previewing Reports, Using Tables: Creatingdatabases, Creating Tables, Adding Fields To Tables, Properties Of Fields, Setting A Primary Key, Table Properties, Saving Tables, Adding Records To Tables, Selecting Rows & Columns Of Tables, Selecting Text From Tables, Modifying Table'S Design.
DURATION	1 Hours
AUDIENCE	Users Of This Application Software Product.

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PREREQUISITES Keyboarding Skills Helpful.

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11C00126 Powerpoint 4 Fundamentals (Cbt)

DESCRIPTION Windows Introduction, Powerpoint Basics: Start Powerpoint, Powerpoint Screen, Use Placeholders, Save Presentation Files, Quit Powerpoint, Slide/Outline Views: Open Presentations, Add Picture To Slides, Edit/Copy Text In Outline View, Use Spell Checker, Work With Presentations: Change Layout Of Slides, Change Templates, Work With Slide Master, Use Undo Command, Change Text Colors,

Graphs/Printing:

Add Graphs To Slides, Work With Handout Master, Print Options, Slide Shows & Dwg: Slide Show Options

DURATION 1 Hours

AUDIENCE Users Of The Application Software Product.

PREREQUISITES Keyboarding Skills Helpful.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11C00132 Word 6 For Windows Fundamentals (Cbt)

DESCRIPTION Windows Introduction & Environment, Word Basics: Start Word, Word Screen, Tool Bars, Status Bar, Create New Documents, Select Text, Adjust Page Margins, Change Font Size, More Word Features: Use Show Command, Use Save As Command, Open Documents, Deletetext, Use Undo Command, Move Text With Drag/Drop, Copy/Paste Text, Document Layout Commands: Use Autoformat, Style Gallery, Organize Text Into Columns, Page Setup, Templates, Proofing & Customizing: Work With Templates, Use Template Wizards, Spell Toolbar

DURATION 1 Hours

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AUDIENCE Users Of This Application Software Product.

PREREQUISITES Keyboarding Skills Helpful. Windows And Mouse Familiarity Helpful.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

IIC00143 Effective Editing (CD ROM)

DESCRIPTION Reviews 5 Steps For Effective Writing/Steps 1-4 Covered In Iic00144. This Course Focuses On Step 5: Edit The Draft. When Student Completes This Course, He Should Improve Clarity In Writing. Student Will Develop Skills In Writing Accurately & With Completecontent. Writing Should Be Easy To Skim & Student Will Learn How To Trim Wordy Phrases & Redundancies. Student Will Also Learn How To Select An Appropriate Writing Style/Correct Grammatical Errrs. There Are 8 Modules, Some Including Tests That Review The

DURATION 0.5 Days

AUDIENCE All Employees Who Want To Improve Their Writing Skills.

PREREQUISITES Effective Writing (Cd Rom)

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 3.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

IIC00144 Effective Writing (CD ROM)

DESCRIPTION The First Of A 2 Set Cd-Rom Series. Student Will Learn The 5 Steps To Effective Writing. The First 4 Steps Are Covered In This Program.This Program. Student Will Learn Following: How To Analyze Your Audience, How To Anticipate Special Reader Reactions,How To Organize Your Ideas Using Made (Message, Action, Details, Evidence) And How To Write The First Draft.

DURATION 3 Hours

Printed on: 11/ 3/99

AUDIENCE All Employees Who Want To Improve Their Writing Skills.

PREREQUISITES None.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 3.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00145 Good Grief, Good Grammar (CD ROM)

DESCRIPTION Parts Of Speech, Word Usage, Types Of Verbs, Subject-Verb Agreement, Pronoun Agreement, Subject & Verbs Function In Sentences.

DURATION 0.5 Days

AUDIENCE All Employees Who Want To Improve Their Writing Skills.

PREREQUISITES None.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 5.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00146 More Good Grief, Good Grammar (CD ROM)

DESCRIPTION Introduction: How Words Work In Sentences, How Adverbs & Adjectives Work As Modifiers. The Functions Of Nouns Of Direct Addresses, Expletives, Complements & Appositives. Words Combined To Make Phrases, Clauses & Sentences. Punctuation Rules, Practicalguidelines For Common Grammar Problems. Grammar Knowledge & Skills To Write Clear, Complete Straightforward Business Documents. A Total Of 7 Modules. Program Will Print Out A Diploma For The Student Upon Successful Completion Of All 7 Modules.

DURATION 0.5 Days

AUDIENCE All Employees Who Want To Improve Their Writing Skills.

Printed on: 11/ 3/99

PREREQUISITES Good Grief, Good Grammar.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 4.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

11C00154 Word 6.0 For Windows Intermediate (Cbt)

DESCRIPTION Includes Introduction Module, 6 Lessons With Quizzes And Feedback After Each Lesson. Lessons Include 1) Starting Newsletters, 2) Formatting Text, 3) Creating Headers & Footers, 4) Inserting Graphics, 5) Formatting Tables, 6) Creating Second Page.

DURATION 1 Hours

AUDIENCE All Users Of This Software Application.

PREREQUISITES Windows Fundamentals (Cbt)

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11C00159 Intro To PAPS (Procurement Accounts Pay Sys) - CBT

DESCRIPTION This Computer-Based Training Course Includes A PAPS Main Menu With Following Headings: 1) How To Use This Course, Objectives & Lessons For Following Topics: 2) Navigate, 3) Query, 4) Profiles, 5) Reports. Objectives Outlines Specific Topics Each Lesson will Cover. In Lesson Navigation Techniques, Student Will Learn How To Invoke/Cancel/Navigate Menu, Identify Screen Components, Move Between Screens, Use "Quick Pick" Feature. In Lesson Query Basics, Student Will Learn How To Describe/Perform/ Query, Sear

DURATION 1 Hours

AUDIENCE All Users Of This Software Application.

PREREQUISITES None.

Printed on: 11/ 3/99

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00161 Intro To FIBS (Cbt)

DESCRIPTION This Course Is Broken Into Six Major Sections: Job Inquiry Utility, Dinos Utility, Oh Rates Utility, And Quick Look. Quick Look Contains Setting Selection Criteria, Report Generation, And Exporting Text As Well As Report Selection. Each Section Contains instruction And Practice.

DURATION 1 Hours

AUDIENCE Any Bn Employee Required To Use Fibs To Acquire Or Check Financial Info For Particular Charge Numbers Or Organization Numbers.

PREREQUISITES Basic Keyboarding Skills.

OBJECTIVE Upon Completion Of This Training Program, Participants Will Demonstrate Mastery Of Logon Procedures, Verification Of Charge Numbers, And Report Generation.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00162 Windows 95 Fundamentals (CBT)

DESCRIPTION Participants will learn to use features & functions of Windows 95.

DURATION 1 Hours

AUDIENCE Users of Windows 95 software.

PREREQUISITES Keyboarding skills required.

OBJECTIVE

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TOPICS Getting Started; Understanding Windows; Using the Windows 95 Desktop, Managing Files, Starting Applications; Modifying Files, Copying Information Between Windows; Wrapping Up (and other things you need to know).

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00164 Introduction To P-Card (Cbt)

DESCRIPTION This Cbt Covers The Usage Of P-Card Software For Recording, Reconciling, Querying, & Reporting Credit Card Transactions Done With I.M.P.A.C. Credit Cards.

DURATION 1 Hours

AUDIENCE Users Of I.M.P.A.C. Credit Cards

PREREQUISITES Keyboarding Skills Required.

OBJECTIVE This Cbt Covers The Usage Of P-Card Software For Recording, Reconciling, Querying, & Reporting Credit Card Transactions Done With I.M.P.A.C. Credit Cards.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00166 Word 97: Introduction (Cbt)

DESCRIPTION This Course Is For Beginning Users Of Word 97 Windows (Ms Office 97/Windows 95 Version) & Takes 4-6 Hours To Complete. There Are 7 Lessons, Each With Quiz & Lesson Summary. Course Topics Include Looking At Word (Navigation/Enter/Edit Text, Save Files), Using Editing Functions (Find/Replace/Spell Check/Grammar Check), Formatting Text (Fonts/Sizes/Alignment), Other Formatting Techniques (Borders/Bullets/Indents/Graphics), Working With Docs (Finding Files/Using Multiple Windows), Creating Docs From Templat

DURATION 1 Hours

AUDIENCE Company Users Of Word 97

PREREQUISITES Keyboarding Skills Required.

OBJECTIVE See Course Content.

Printed on: 11/ 3/99

TOPICS**CREDIT HOURS** 1.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**1IC00167 Excel 97: Introduction (Cbt)****DESCRIPTION**
Course

This Course Is For Beginning Users Of Excel 97 For Windows (Ms Office 97/Windows 95 Version) & Takes From 4-6 Hours To Complete.

Includes 8 Lessons With Quizzes & Feedback After Each Lesson. Lesson Topics Include Looking At Excel (Navigation/Enter/Edit Data/Saving Files), Using Formulas & Functions, Relocating & Reusing Data, Exploring Formula Construction (Cell References/Relative/Absolute Addresses/Ranges In Functions), Formatting Worksheets (Column Width/Color/Number Formats/Alignment/Borders),

DURATION 1 Hours**AUDIENCE** Company Users Of Excel 97**PREREQUISITES** Keyboarding Skills Required.**OBJECTIVE** See Course Content.**TOPICS****CREDIT HOURS** 1.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**1IC00168 Access 97: Introduction (Cbt)****DESCRIPTION**
Course

This Course Is For Beginning Users Of Access 97 For Windows (Ms Office 97, Windows 95 Version) & Takes From 4-6 Hours To Complete.

Includes 9 Lessons W/Quizzes & Feedback After Each Lesson. Lesson Topics Include: Looking At Access (Understanding database Objects), Examining Tables (Understanding/Navigating/Viewing Multiple Tables, Formatting Columns/Rows), Using Tables (Enter Data/Sorting/Deleting Records/Finding/Editing Records), Creating Tables (Using Table Wizards), Using Forms, Using Filters,

DURATION 1 Hours**AUDIENCE** Company Users Of Access 97.**PREREQUISITES** Keyboarding Skills Required.

Printed on: 11/ 3/99

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IC00169 Powerpoint 97: Introduction (CBT)

DESCRIPTION This Course Is For Beginning Users Of Powerpoint 97 For Windows (Ms Office 97, Windows 95 Version) & Takes From 4-6 Hours To Complete. Course Includes 9 Lessons W/Quizzes & Feedback After Each Lesson. Lesson Topics Include: Looking At Powerpoint (Slidenavigation/Presentation Options/Saving), Working In Outline View (Creating New Slides/Indent Levels/Inserting Slides/Rearranging Text/Organizing Slides), Working W/Slide Masters (Opening Masters/Changing Placeholders/Setting Format Styles/Bullets),

DURATION 1 Hours

AUDIENCE Company Users Of Powerpoint 97

PREREQUISITES Keyboarding Skills Required.

OBJECTIVE See Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IV00120 WordPerfect for Windows: Learning (video)

DESCRIPTION Introduction to WordPerfect for Windows, discussing group icons, starting WordPerfect basic and other topics, such as button bar features, advanced text editing, and search and replace.

DURATION 0.5 Days

AUDIENCE users of WordPerfect for Windows 5.1 version

PREREQUISITES none

OBJECTIVE none

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TOPICS none

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00127 Wordperfect For Windows - Introduction 6.0 (Video)

DESCRIPTION Introduction To Wordperfect For Windows, Discussing Group Icons, Starting Wordperfect Basics Of The Screen, Pull-Down Menu Basics, Using The Keyboard, Entering Text, Text Editing Basics, Working With Typeover, Delete Versus Backup, Saving Files, Selecting text, Manipulating Text, Cut, Copy & Paste, Dragging & Dropping, Formatting Text, Using Tabs And Indents, Setting Tabs, Using Dot Leaders, Setting Line Spacing, Searching & Replacing Text, Using Spell Checker, And Printing Documents.

Deactivated 9/29/98. Reactivated 3/22/99. BSS

DURATION 0.5 Days

AUDIENCE Users Of This Application Software Product

PREREQUISITES Windows 3.1 Getting Started (Video).

OBJECTIVE See Course Content

TOPICS none

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00133 Excel 5 For Windows: Beginning (Video)

DESCRIPTION Covers Section A - G. A) Getting Started, Installation Information, Starting Excel, B) Creating Simple Spreadsheet, Typing/Editing Text, Adjusting Columns/Entering Dates (Autofill Feature), Copying Format, Setting Column Widths, Copying Cell Contents, Preselecting Cells, Totals/Autosum Feature, C) Producing Outputs, Formatting Options (Autoformat), Print Preview, Page Setup, Print/Save, D) Charting, Chart Wizard, E) Creating Simple Order Form, F) Creating Certificate, G) Discovering More, Text/Column

DURATION 1 Hours

AUDIENCE Users Of This Application Software Product

PREREQUISITES Introduction To Windows (Video)

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OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00134 Excel 5 For Windows: Intermediate (Video)

DESCRIPTION Covers Section A - I. A) Intro, B) Asking "What If" With Formulas, Entering Formulas Into Cells, Copying Cells, Using Tool Bars, C) Controlling Links, D) Check Register, E) Calculating Loan Payments, Using Functions For Loans, Function Wizard, F) Finding prices/Discounts, G) Making Decisions, Entering Month Labels, Using The "If" Function, H) Charting, Creating Chart Worksheet, Drag/Plot, I) Lists, Creating List, Sorting List, Pivot Table Wizard Command.

DURATION 1 Hours

AUDIENCE Users Of This Application Software Product

PREREQUISITES Excel 5 For Windows Beginning (Video)

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00135 Excel 5 For Windows: Advanced (Video)

DESCRIPTION Covers Section A - H. A) Dialog Box, Loan Calculator, Forms Tool Bar & Index Functions, Spinner Control, Scroll Bar Button, Copying Controls, B) Making Formulas Readable, Using Names On Worksheets, Adding Names To Range, C) Protecting Your Work, Protect-Ing Cells In Worksheet, Password Protection, D) Recording Macros, E) Tool Bar & Pull Down Menu Macros, F) Editing Macros, G) Accessing Database, H) Importing & Exporting Data Files.

DURATION 1 Hours

AUDIENCE Users Of This Application Software Product

PREREQUISITES Excel 5 For Windows Intermediate (Video)

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OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00141 Communicating With Internet (Video)

DESCRIPTION Defining Tcp/Ip, Discussing Internet, Different Types Of Connectors, Connecting To Internet, Using Local Service Providers, Logging On With A Text-Based Application, Using File Transfer Protocol, The World Wide Web, Accessing Internet Through Onlineservices, Learning About Text-Based Commands, Using Slip/Ppp Connections, Downloading Files, Using Telnet, Sending E-Mail Msgs, Using A Flash Session, Attaching Files To E-Mail, Explaining Newsgroups, Viewing & Downloading Files With Ftp(S), Discussing Ar

DURATION 1 Hours

AUDIENCE Any Employee Interested In The Internet.

PREREQUISITES None.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

11V00142 Learning The World Wide Web (Video)

DESCRIPTION Ways To Access The Web, What Is The Web, Exploring The Web, Describing The Netscape Screen, Discussing Hyperlinks, Viewing The History List, Using A Bookmark, Stopping A Download Process, Hiding The Url Bar, Describing Starting Point Pages, Discussingsubject Trees, Using Search Engines, Utilizing The Web Crawler, Using Aliweb To Search, Searching With Citynet, Viewing An Art Museum, Accessing A Music Archive, Exploring The Ultimate Tv List, Linking To Online Government Svcs With Fedworld, Viewing Shop

DURATION 1 Hours

AUDIENCE Any Employee Interested In The Internet & World Wide Web.

PREREQUISITES None.

Printed on: 11/ 3/99

OBJECTIVE See Course Content.**TOPICS****CREDIT HOURS** 1.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**11V00143 Learning Netscape (Video)****DESCRIPTION** Intro, What Is Netscape, Describing Netscape Screen, Discussing Hyperlinks, Viewing History List, Adding Bookmark, Editing Bookmark, Customizing Toolbar, Describing Starting Points Pages, Discussing Subject Trees, Using Gophers, Using Search Engines, Utilizing Web Crawler, Discussing Net Search, Viewing Network, Retrieving Educational Info, Viewing Museums, Linking To Online Government Svcs W/Fedworld, Viewing Shopping Svcs, Retrieving Sports Updates.**DURATION** 1 Hours**AUDIENCE** Any Employee Interested In The Internet & World Wide Web Via Netscape.**PREREQUISITES** None.**OBJECTIVE** See Course Content.**TOPICS****CREDIT HOURS** 1.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**11V00144 Using Internet Explorer W/Windows 95 (Video)**

DESCRIPTION Intro, Describing Explorer Window, Discussing Address Bar, Showing Status Bar, Defining Urls, Loading Docs, Defining Place Holder, Discussing Hypertext/Hyperlinks, Using Navigational Buttons, Changing Home Page Default, Using History Feature, Setting favorites List, Using Search Page, Searching Web, E-Mailing Web Page Address, Accessing Newsgroups, Using Find Command, Using Address Line, Posting Messages To Newsgroups, Discussing Graphics/Sounds Options, Setting Color/Font Options, Using History List,

DURATION 1 Hours**AUDIENCE** Any Employee Interested In The Internet & World Wide Web Via Netscape.

Printed on: 11/ 3/99

PREREQUISITES None.

OBJECTIVE See Course Content.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IV00146 Windows 95: Module 1 (Video)

DESCRIPTION Provide Trainees With Overview Of Basic Windows 95 Features & Functions. This Product Was Purchased & Will Be Used Primarily By Wamo. Course Identified With Number For Tracking In Records System.

DURATION 1 Hours

AUDIENCE Beginning Level Users Of Windows 95

PREREQUISITES None.

OBJECTIVE Provide Trainees With Overview Of Basic Windows 95 Features & Functions. This Product Was Purchased And Will Be Used Primarily By Wamo. Course Identified With Number For Tracking In Records System.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1IV00147 Word 97 for Windows 95 Introduction (video)

DESCRIPTION this course provides an introduction to Word 97, including creating documents, printing documents, and formatting documents.

DURATION 0.5 Days

AUDIENCE Users of Word 97 word processing software.

PREREQUISITES None. Keyboarding and Windows 95 knowledge helpful.

Printed on: 11/ 3/99

OBJECTIVE	Participants will be able to create, print, modify, and format documents using Word 97.
TOPICS	Explaining the Word window, using shortcut keystrokes, working with scroll bars, discussing the office assistant, entering and deleting text, cutting/copying/moving text, applying font styles, using text color and aligning text, animating text, setting margins, inserting page breaks/setting line spacing, finding/replacing text, checking a document's spelling, looking for grammatical errors, demonstrating Word count, saving document options, printing a document.
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000131	Radioactive Material Transportation-Basic (Mod 11)
DESCRIPTION	The Course Provides Instructions In Marking, Labeling, Placarding And Completion Of A Dot Shipping Paper That Meets Doe/Dot Requirements For Radioactive Materials.
DURATION	2 Days
AUDIENCE	Transporters, Handlers, Shipping Clerks Of Radioactive Materials And Their Supervisors.
PREREQUISITES	Successful Completion Of Hazardous Material Transp 1j000135.
OBJECTIVE	The Trainee Will Become Familiar With Dot Requirements For Transporting Radioactive Materials In Commerce, Learn The Requirements For Marking, Labeling, Placarding And Shipping Paper Entries For Shipments Of Radioactive Materials.
TOPICS	
CREDIT HOURS	16.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000132	Hazardous Waste Transportation-Basic (Mod 12)
DESCRIPTION	Identifies The Additional Regulatory Requirements That Must Be Fulfilled Before Hazardous Wastes Can Be Legally Transported. The Packaging, Marking, Labeling, And Shipping Paper Requirements Of Hazardous Materials For Shipping A Hazardous Waste.
DURATION	0.5 Days
AUDIENCE	Drivers And Handlers Of Hazardous Waste During Transportation.

Printed on: 11/ 3/99

PREREQUISITES	Successful Completion Of The Hazardous Mateerial Transportation:Basic 1j000135.
OBJECTIVE	Identify & Apply The Additional Marks & Label Requirements Necessary To Transport Hazardous Wastes. Complete A Uniform Hazardous Waste Manifest. Demonstrate An Understanding Of The Hazardous Material Transportation Regulation For Hazardous Waste Shipments
TOPICS	
CREDIT HOURS	4.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000135	Hazardous Materials Transportation (Mods 1-10)
DESCRIPTION	Basic Workshop Utilizing Dot Hazardous Material Modular Training Program. This Course Fulfills Dot Training Requirements Addressed In 49 Cfr 172 Subpart H. Workshop Instructs Participants On The Basic Requirements For Transportation Of Hazardousmaterials, Hazardous Wastes, And Radioactive Materials.
DURATION	2.5 Days
AUDIENCE	Personnel Responsible For, Or Involved In, Packaging & Trans Of Hazard Mats, Haz Wastes, & Rad Mats
PREREQUISITES	Limited To Participants With Work Experience In Transportation Of Hazardous Mats
OBJECTIVE	At Completion, Students Will Be Able To State Basic Reqrmnts For Trans Of Hazard Mats, Haz Wastes, & Rad Mats Addressed In Dot Regs. As Of 10/15/97, This Course Will Also Serve As The Refresher Course (Instead Of 1j000130).
TOPICS	
CREDIT HOURS	20.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000136	CDL Commerical Drivers
DESCRIPTION	
DURATION	2 Weeks
AUDIENCE	
PREREQUISITES	None.

Printed on: 11/ 3/99

OBJECTIVE Qualifies An Individual As A Cdl Commercial Driver.

TOPICS

CREDIT HOURS 80.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000138 Hazardous Materials Driver Training (Module 15)

DESCRIPTION This course is for anyone who transports hazardous material in a motor vehicle. This course identifies the difference between the two vehicle types and focuses on the specific training requirements in 49CFR 177.816, and ensures the participant is qualified to conduct the appropriate vehicle inspection through hands-on exercises.

DURATION 0.5 Days

AUDIENCE Those who transport hazardous materials in a motor vehicle.

PREREQUISITES None.

OBJECTIVE To ensure the participant is qualified to conduct appropriate vehicle inspections.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000139 HazMat General Awareness Transportation Trng

DESCRIPTION TBD

DURATION 1 Days

AUDIENCE TBD

PREREQUISITES TBD

OBJECTIVE TBD

TOPICS TBD

Printed on: 11/ 3/99

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000140 Load Securement

DESCRIPTION This Course Provides The General Requirements For Operators Of Commercial Motor Vehicles To Transport General Cargo In A Safe Manner.

DURATION 1 Hours

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000150 IATA/ICAO

DESCRIPTION Air Transport Of Radioactive Materials Including Shipper Responsibilities, Classification Of Dangerous Goods, Packaging & Shipping Determinations, Hazard Communications, And Cargo Handling.

DURATION 4 Days

AUDIENCE Individuals Who Classify & Categorize Dangerous Goods Per Iata/Icao Criteria.

PREREQUISITES Doe/Dot Basic Hazmat, Haz Waste & Radioactive Mat Wrkshp Within 2 Years.

OBJECTIVE Using The Course Reference Materials, The Workshop Participants Will Be Able To Properly Prepare Dangerous Goods (Including Radioactive Materials) For Transportation Aboard A Passenger Or Cargo Only Aircraft.

TOPICS

CREDIT HOURS 32.00

Printed on: 11/ 3/99

COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000151	Hazardous Materials Shipper Certification
DESCRIPTION	Course previously known as "Hazardous Materials Transportation Workshop - Advanced."
Students	<p>This course is for those responsible to certify that hazardous materials for transportation are in 100% compliance with the DOT regulations.</p> <p>receive extensive instructions using a systematic approach beginning with hazard identification, classification and proper shipping name selection. The process continues with packaging, marking, labeling, and shipper preparation. Also addressed are transport vehicle requirements for separation and segregation, and required placarding.</p>
DURATION	2 Days
AUDIENCE	Individuals who classify hazardous materials per DOT criteria, certify shipping papers, and inspect.
PREREQUISITES	<p>A basic knowledge of DOT regulations and/or completion of the following courses:</p> <p>Hazardous Material Transportation Basic (1J000135)</p> <p>Radioactive Material Transportation (1J000132)</p> <p>Hazardous Waste Transportation (1J000131)</p>
OBJECTIVE	When applied by the student, this method will assure all DOT requirements for hazardous materials are met. Given course reference materials, students will be able to determine DOT hazard class/division based on given chem criteria/select proper shipping name for given hazard material.
TOPICS	
CREDIT HOURS	16.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1J000152	Radioactive Material Shipper Certification
DESCRIPTION	<p>Previously known as "Radioactive Material Transportation Workshop - Advanced."</p> <p>This course is designed for anyone who is responsible to certify that radioactive materials in transportation are 100% compliant with DOT regulations. The process takes the students through practical exercises intended to assure all aspects of radioactive material shipments are addressed and applicable regulations are met.</p>
DURATION	3 Days

Printed on: 11/ 3/99

AUDIENCE	Individuals who classify and categorize radioactive material per DOT criteria.
PREREQUISITES	A basic knowledge of DOT regulations and/or completion of the following courses: Hazardous Materials Transportation Basic (1J000135) Radioactive Materials Transportation Basic (1J000132) Hazardous Waste Transportation Basic (1J000131)
OBJECTIVE	Using course reference materials, determine whether a package containing radioactive materials meets definition of a hazardous substance and select appropriate material packaging for given shipment scenario.
TOPICS	
CREDIT HOURS	24.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1J000153 Hazardous Waste Transportation - Advanced

DESCRIPTION	Epa Waste Designations, Epa Waste Storage Requirements, Dot Waste Classifications, Hazardous Substance & Reportable Quantity Determination, Proper Shipping Name Selection, And Packaging Selection & Configuration.
DURATION	4 Days
AUDIENCE	Individuals Who Designate & Manage Hazardous Waste In Preparation For Transportation.
PREREQUISITES	Doe/Tmd Basic Hazardous Material Transportation & Basic Hazardous Waste Transpor
OBJECTIVE	Using Course Reference Materials, Define Hazardous Waste Per Doe, Epa, & Designate Hazardous Waste Per Epa Criteria. Determine Applicability Of Reportable Quantity To A Given Hazardous Waste.
TOPICS	
CREDIT HOURS	32.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1J000154 Basic Transportation Management Workshop

DESCRIPTION	This Workshop Covers A Logical Progression Of Shipment Preparation From Initial Customer Interface Through The Freight Bill Process.
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Printed on: 11/ 3/99

DURATION 3.5 Days**AUDIENCE** Entry-Level Traffic Personnel, Traffic Managers, Purchasing Agents, Shipping & Receiving Supervisors.**PREREQUISITES** None.**OBJECTIVE** Identify Regulatory Drivers Controlling Traffic & Transportation Activities, Define Terms Unique To Transportation & Traffic Activities, Identify Documents Required For A Given Shipment.**TOPICS****CREDIT HOURS** 28.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**1J000155 Advanced Transportation Compliance Workshop****DESCRIPTION** This workshop spans the requirements for hazardous materials, including radioactive materials and hazardous waste.**DURATION** 1 Weeks**AUDIENCE** Individuals who must ensure a packaged hazardous material/waste is in full compliance with all applicable regulations.**PREREQUISITES** Completion of all 3 of the following courses is required:

1. Hazardous Materials Transportation (Mods 1-10) Basic (1J000135)
2. Radioactive Materials Transportation (Mod 11) Basic (1J000131)
3. Hazardous Waste Transportation (Mod 12) Basic (1J000132)

OBJECTIVE Participants will be able to verify hazardous material/waste classification & packing group as appropriate for material to which it is assigned.**TOPICS****CREDIT HOURS** 40.00**COURSE COST** \$0.00**PROVIDER** IN-HOUSE**1J000160 Explosive Carrying & Vehicle Operations****DESCRIPTION**

Printed on: 11/ 3/99

DURATION 0.5 Days

AUDIENCE

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000170 Federal Motor Carrier Safety Regulations Training

DESCRIPTION Review Specifics Of Dot 49cfr177 And Compliance Requirements. Doe, Reeco & Eg&G/Em Compliance Training Requirements. Applicability Portion Of Dot 49cfr383-399 (Excluding Parts 387, 394, 398) Federal Motor Carrier Safety Regulations, Operating Rules Andcommercial Drivers License Compliance.

DURATION 2.5 Days

AUDIENCE Commercial Motor Vehicle Operations

PREREQUISITES Must Have Need To Drive Commercial Motor Vehicle (Cmv) Or Be Supv Of Cmv Driver.

OBJECTIVE Given The Dot Federal Motor Carrier Safety Regulations (Fmcsr) Edited For Eg&G/Em & Reeco, At The Completion Of This Training Module, Trainees Will Demonstrate Their Understanding And Pass A Written Exam With A Passing Score Of At Least 80%.

TOPICS

CREDIT HOURS 20.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000171 Introduction To Federal Motor Carrier Safety Regs

DESCRIPTION Intro To Doe Order 460.1 Packaging & Transportation Safety, Driver Issues, Vehicle Issues And Hazardous Materials Issues.

DURATION 1 Days

Printed on: 11/ 3/99

AUDIENCE Supervisors, Drivers, And Traffic Personnel.

PREREQUISITES None.

OBJECTIVE Overview Of Fmcsr Regulations, An Introductory Breakdown Of The Federal Motor Carrier Safety Regs.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000172 Implementing The Federal Motor Carrier Safety Regs

DESCRIPTION Administrative Issues, Driver Issues, And Vehicle Issues.

DURATION 2 Days

AUDIENCE Drivers, Supervisors, & Traffic Personnel.

PREREQUISITES Completion Of 1j000171 Intro To Federal Motor Carrier Safety Regs

OBJECTIVE Provides Field Elements & Doe Traffic Mgmnt & Ops Personnel Guidance Regarding Application Of The Fmcsr'S Thru Active Discussion Of A Motor Carrier'S Responsibility To Initiate & Maintain Systems To Ensure Compliance & Achieve Transportation Safety.

TOPICS

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000173 Load Securement For Drivers & Traffic Personnel

DESCRIPTION Applicability Of Doe Orders 1450.1a And 460.2 Securement Options, Stacking & Bracing And Front-End Structures.

DURATION 0.5 Days

AUDIENCE Load Securement & Traffic Personnel

Printed on: 11/ 3/99

PREREQUISITES Completion Of 1j000171 Introduction To Federal Motor Carrier Safety Regs

OBJECTIVE Provide Training Necessary To Secure Cargo Using Acceptable Securement Devices & Methods.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000174 Fmcsr Vehicle Inspection For Maintenance Pers

DESCRIPTION Introduction/Applicabiity, Part 393 & Part 396 Cvsa Out-Of-Service Criteria.

DURATION 1 Days

AUDIENCE Driver Maintenance Personnel

PREREQUISITES Completion Of 1j000171 Intro To Federal Motor Carrier Safety Regs

OBJECTIVE Provides Information Necessary To Help Vehicle Maintenance Personnel To Identify Dificiencies Requiring Correction And/Or Repair Using Some Info/Criteria Employed By Enforcement & Regulatory Personnel During A Roadside Safety Inspection.

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000185 Hm-215a & Hm-169a Seminar

DESCRIPTION Administrative Issues Including Effective Dates, Reason For Changes & Relationship To Other Dockets, Changes In Definitions, Classification Issues, Labeling Concerns, & Other Pertinent Areas.

DURATION 2 Days

AUDIENCE Those Offering, Accepting, And Transporting Hazardous Materials.

PREREQUISITES None.

OBJECTIVE Provide Info On Changes To Federal Register Docket Hm-215a, Hm-222b, & Hm-169a.

Printed on: 11/ 3/99

TOPICS

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1J000187 IMO/IMDG Transportation Workshop

DESCRIPTION Course designed to provide an overview of the regulations and a systematic approach to shipping hazardous and radioactive materials by water.

DURATION 1 Days

AUDIENCE Anyone responsible for certifying hazardous and radioactive materials.

PREREQUISITES 1J000135

OBJECTIVE TBD

TOPICS All steps to ship a hazardous or radioactive material in full compliance.

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1M000111 Basics of Lasers and Optics

DESCRIPTION Provides instruction on basic laser concepts including basics of laser operation, operational control methods, general laser applications, beam control, beam output measurements, target interactions and laser system analysis.

DURATION 1 Days

AUDIENCE Scientists, engineers, and technicians who are involved in designing and fielding laser systems.

PREREQUISITES none

OBJECTIVE none

TOPICS See course description

Printed on: 11/ 3/99

CREDIT HOURS	8.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1M000112	Fundamentals of Fiber Optics
DESCRIPTION	This course covers the fundamental principles of the design and implementation of fiber optic systems. It emphasizes the operational principles of optical fibers, both single mode and multimode, and their effect on signal transmission. The characteristics of common passive components (connectors, couplers, etc.) are discussed with emphasis on NTS applications. Digital and analog transmitters and receivers are briefly covered.
DURATION	2 Days
AUDIENCE	Scientists, engineers, technicians and their supervisors who are involved in designing, fielding or troubleshooting fiber optic systems.
PREREQUISITES	none
OBJECTIVE	Explain the fundamental principles of the design and implementation of fiber optic systems, describe opportunities and limitations of fiber optics applied to unusual - experimental conditions.
TOPICS	none
CREDIT HOURS	16.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE
1REM01010	Emergency Response Organization Overview
DESCRIPTION	This course describes the emergency response organization, its purpose, and the teams that comprise the organization. It also touches on categorization and classification of emergencies, emergency notification requirements, internal and external emergency communications, and re-entry and recovery issues. Note: 4/12/99 Chg'd credit hrs from 8 to 6, p/Debbie Mellor. PW
DURATION	1 Days
AUDIENCE	All emergency response participants.
PREREQUISITES	None
OBJECTIVE	Given instruction and reference materials, describe the Emergency Response Organization, its make-up and requirements, and its emergency processes and elements as defined by DOE/NV Order 151.1, the DOE/NV Consolidated Emergency Management Plan, the DOE/NV Emergency Response Organization Manual, and DOE/NV Security Orders 5632.7A and 470.1.

Printed on: 11/ 3/99

TOPICS Same as what is listed for the course description.

CREDIT HOURS 6.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1REM01020 Emergency Response Org. Overview for Outlying Loca

DESCRIPTION This course describes the emergency response organization, its purpose, and the teams that comprise the organization. It also touches on categorization and classification of emergencies, emergency notification requirements, internal and external emergency communications, and re-entry and recovery issues. It's main focus is on needs of outlying organizations.

DURATION 2 Hours

AUDIENCE All emergency response participants from outlying locations.

PREREQUISITES none

OBJECTIVE Given instruction and reference materials, describe the Emergency Response Organization, its make-up and requirements, and its emergency processes and elements as defined by DOE/NV Order 151.1, the DOE/NV consolidated Emergency Management Plan, the DOE/NV Emergency Response Organization Manual and DOE Order 232.1A, Occurrence reporting.

TOPICS (See course description above.)

CREDIT HOURS 2.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1REM0110 Building Executives Emergency Management Training

DESCRIPTION This course promotes the Bechtel philosophy that "line management" plays a major role in the safety and health of our employees. "Building Executive" is a title used to designate Bechtel Nevada line managers assigned the responsibility for Emergency Management, Safety, Environmental Compliance and Facility Management. Completion of this course by the Building Executive will help to ensure that the BN Building Executives understand their functions, responsibilities, and authorities in providing a safe workplace for each of our employees.

DURATION 1 Hours

AUDIENCE Building Executives and all newly appointed Building Executives.

PREREQUISITES None.

Printed on: 11/ 3/99

OBJECTIVE Define the Building Executives' responsibilities as described in the BN Building Executive's Manual. Describe the BN Facility/Project Emergency Response Procedures, Emergency Action Team Procedures and Emergency Response Checklists. Describe the documents that support the ERP. Describe the duties and responsibilities of the Local Emergency Director. Define the protective actions that are used in a given area of responsibility. Describe methods of making decisions during crises that may be used by Building Executives.

TOPICS Support documents, Building Executive/Local Emergency Director duties and responsibilities. Decision-making during crises. Protective actions.

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000010 Personnel Assurance Program (PAP) Course

DESCRIPTION This Course Explains The Purpose, Policies, And Requirements Of PAP, The Two-Man Rule, And General Nuclear Explosive Safety.

DURATION 1 Hours

AUDIENCE All Critical Duty Personnel

PREREQUISITES Assignment To Critical Duties, "Q" Clearance, Work With Nuclear Explosives

OBJECTIVE Student Will Explain The Purpose Of The PAP Program, Its Requirements And The Two-Man Rule.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000020 Personnel Assurance Program Supervisor Course

DESCRIPTION Course Explains The Responsibilities Of PAP Supervisors As Defined By Doe 5610.11, Nuclear Explosive Safety. It Covers What PAP Is, Its Object And Purpose, The Requirements Of PAP, Identification Of Deviant Behavior And Substance Abuse, And Reporting Of PAP Concerns.

DURATION 2 Hours

AUDIENCE Supervisors Of Pap Employees

PREREQUISITES Supervisor Of Pap Personnel.

Printed on: 11/ 3/99

OBJECTIVE Student Will Explain The Supervisor'S Responsibilities Under The Pap Program.

TOPICS

CREDIT HOURS 2.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000110 Initial Security Briefing

DESCRIPTION Briefing Informs Both Cleared & Uncleared New-Hire Employees Of Local Security Policies & Procedures.

Refresh annually via 1S000130 Security Refresher Briefing.

Contact Cindy Farinholt, Security, for additional info.

DURATION 1 Hours

AUDIENCE All New-Hire Employees

PREREQUISITES None.

OBJECTIVE A General Facility Overview Is Presented To Familiarize Employees With Their Responsibilities To Protect Doe Interests. Briefing Includes Viewing Ofopsec Picture Puzzle Video, General Security, & Computer Security. Video Covers General Principles Of Opsec, General Security Covers Internal/Physical/Info Security, Reporting/Notif Reqs, & Counterintel, Comp Security Is Covered In Employee Security Guide.

TOPICS

CREDIT HOURS 1.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000120 Comprehensive Security Briefing

DESCRIPTION Briefing Objective Is To Inform Employees Who Are Granted A Doe Security Clearance Of Their Security Responsibilities.

DURATION 2 Hours

AUDIENCE All Cleared Employees

PREREQUISITES "Q" Clearance.

Printed on: 11/ 3/99

OBJECTIVE Not Available.

TOPICS

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000130 Security Refresher Briefing

DESCRIPTION Course Covers Levels And Categories Of Classified Information, Procedures For Reporting Classified Information, And Changes In Security Procedures.

DURATION 0.5 Hours

AUDIENCE All Employees.

PREREQUISITES None.

OBJECTIVE Given The Information Presented, Employees Will Be Able To Define The Different Levels And Categories Of Classified Information. Additionally, They Will Explain The Procedures For Reporting Required Information To Doe.

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000140 Intro.to Nuclear Mat. Control & Accountability-CBT

DESCRIPTION The course will cover the properties and characteristics of nuclear materials that are important to safeguards; their categorization and attractiveness levels; current and historical diversity of nuclear materials in the DOE complex; the basic requirements for planning, implementing, and evaluating a nuclear materials control and accountability program; the generation, collection, and utilization of nuclear materials accountability data; and the control mechanisms used in the detection and timely prevention of unauthorized activities in storing, processing, and transferring nuclear materials.

DURATION 5 Hours

AUDIENCE Designated Nuclear Material custodians

PREREQUISITES none

Printed on: 11/ 3/99

OBJECTIVE	Upon successful completion of this course, participants will be familiar with the fundamentals of MC&A policy and system operations.
TOPICS	DOE and DOE-contractor personnel (entry-level or reassigned) who work with MC&A programs and who have less than three years of MC&A experience. Before taking the course, participants should have read DOE 5633.3B, Control and Accountability of Nuclear Materials. Course topics include the properties and characteristics of nuclear materials that are important to safeguards; their categorization and attractiveness levels; current and historical diversity of nuclear materials in the DOE complex; the basic requirements for planning, implementing, and evaluating a nuclear materials control and accountability program; the generation, collection, and utilization of nuclear materials accountability data; and the control mechanisms used in the detection and timely prevention of unauthorized activities in storing, processing, and transferring nuclear materials. Test questions are incorporated into the CD-ROM package (nominal passing score of at least 70%).
CREDIT HOURS	5.00
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1S000160 Operation Security Awareness Refresher Training

DESCRIPTION	This Course Stresses The Basic Requirements Of Operation Security And Fulfills The Requirements Of Doe Order 5639.7.
DURATION	0.5 Hours
AUDIENCE	Mandatory For All Employees

PREREQUISITES

OBJECTIVE	
TOPICS	
CREDIT HOURS	0.50
COURSE COST	\$0.00
PROVIDER	IN-HOUSE

1S000610 Classified Custodian-Initial Indoctrination Class

DESCRIPTION	Course Provides Comprehensive Understanding Of Procedures For Storing, Marking, Reproduction, Destruction, Transfer, And Protection Of Classified Material. Explains Potential Liability For Failure To Properly Safeguard Classified Material.
DURATION	0.5 Days
AUDIENCE	Primary And Alternate Custodians Of Classified Material

Printed on: 11/ 3/99

PREREQUISITES Assignment As Primary Or Alternate Custodian

OBJECTIVE

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1S000800 Authorized Derivative Classifier Training

DESCRIPTION This Course Contains Information On Defining Classified Information, The Basis Of Classification, The 3 Levels Of Classified Information, The 3 Categories Of Classified Information, Classification Of Statements According To Supplied Guidance, Classification Authority, Limitations, & Responsibilities, Ucnl, The Adverse Effects Tests, & Ucnl Authority, Limitations, & Responsibilities.

Contact Don Wright for additional info.

DURATION 0.5 Days

AUDIENCE Authorized Derivative Classifiers

PREREQUISITES None.

OBJECTIVE Describe The General Process Of Identifying Classified Information & State Where To Get Classification Guidance By Passing A General Knowledge Of Classification Test With A Grade Of At Least 80%.

TOPICS

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1T000100 Basic Instructor Training (BIT)

DESCRIPTION BIT Is A Course That Develops The Basic Skills And Knowledge Required To Present A Lesson Of Instruction With An Emphasis On The Implementation Phase Of The Performance-Based Training Model (Pbt). This Is A DOE-Certified Course That Supports the DOE Training Accreditation Program (TAP).

DURATION 1 Weeks

Printed on: 11/ 3/99

AUDIENCE All Classroom Or Lab Instructors.

PREREQUISITES None.

OBJECTIVE Trainees will be given several opportunities to practice their newly-learned skills and knowledge through exercises and mini-presentations. To complete the course, each trainee must successfully develop and present a 20-minute lesson which incorporates the knowledge, skills, and techniques presented during the class.

TOPICS

CREDIT HOURS 40.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1T000110 Instructor Presentation Skills (IPS)

DESCRIPTION IPS Is A Course That Develops The Basic Skills And Knowledge Required To Present Instruction. The Course Focuses On Use Of Training Aids, And Instructor Presentation And Facilitation Skills With A Brief Overviewof The Entire Performance Based Training Methodology.

DURATION 2.5 Days

AUDIENCE All Instructors Who Only Have Responsibility For Course Presentations. These Instructors Do Not Have Responsibility For Analysis, Design, Development Or Evaluation Of Instruction.

PREREQUISITES None.

OBJECTIVE

TOPICS

CREDIT HOURS 20.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1T000116 Training Course Design and Development

DESCRIPTION This mini-BIT course will cover Overview of SAT; settings and methods; learning objectives; developing lesson plans; learning principles; testing and questioning techniques, with lots of workshop time so that trainees can work on their own lesson plans.

Must have some experience in training.

DURATION 2 Days

Printed on: 11/ 3/99

AUDIENCE Anyone who will design and develop training.

PREREQUISITES None

OBJECTIVE Given a work-related topic, develop a lesson plan that meets Training Approval Program requirements.

TOPICS See Objectives.

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1T000200 OJT Instructor Training Course

DESCRIPTION Course Is Designed To Give Supervisors And Subject Matter Experts Who Conduct Formal OJT the Instructional Skills Necessary To Train And Evaluate Students.

DURATION 2 Days

AUDIENCE Supervisors And Subject Matter Experts

PREREQUISITES Selection As An OJT Instructor.

OBJECTIVE

TOPICS

CREDIT HOURS 16.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1UTL0100 Power Dispatch Annual Refresher Training Seminar

DESCRIPTION This course is an annual review and refresher for power dispatchers. It will cover topics relating to the skills and procedures used by the power dispatchers, specific Utility Department LID's, functions of the NTS Power system, and lessons learned.

Equivalencies: Completion of NONE will grant equivalent credit to 1UTL0100.

DURATION 1 Days

AUDIENCE Power Dispatchers

Printed on: 11/ 3/99

PREREQUISITES None -- individuals must be assigned BN Utilities Department Power Dispatchers

OBJECTIVE none

TOPICS Same as course description

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1UTL0101 NTS Switching and Clearance Process

DESCRIPTION This course describes the NTS electrical power system operations and the procedures for its operation.

Equivalencies: Completion of 1UTL0100 will grant equivalent credit to 1UTL0101.

DURATION 1.5 Hours

AUDIENCE BN Power Dispatchers, Utility linemen and utility wiremen

PREREQUISITES none

OBJECTIVE none

TOPICS Same as course description.

CREDIT HOURS 1.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0100 Tru Waste Management System Overview (Video)

DESCRIPTION Provide Overview Of The Tru Waste Management System To Meeting Training Requirements Of The Waste Isolation Project Plant.

DURATION 0.5 Hours

AUDIENCE Required Training For All Personnel With Duties Supporting The Tru Waste Management Project At The Nts.

PREREQUISITES None.

Printed on: 11/ 3/99

OBJECTIVE Fulfills The Qapp Indoctrination Training Requirement.

TOPICS

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0110 Glovebox Operations Training

DESCRIPTION Conduct TRU waste characterization activities using glovebox operations.

DURATION 1 Days

AUDIENCE Waste Management personnel with TRU waste characterization duties at the Waste Examination Facility (WEF).

PREREQUISITES

OBJECTIVE

TOPICS

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0130 TRU Waste Records Management Course

DESCRIPTION One time course to train individuals to complete records submittal and return forms for TRU Waste Management Project documents.

DURATION 0.5 Hours

AUDIENCE Records Management personnel who work with TRU Waste Management Project records and documents.

PREREQUISITES None

OBJECTIVE None

TOPICS None

Printed on: 11/ 3/99

CREDIT HOURS 0.25

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0150 Tru Data System Orientation

DESCRIPTION Provides instruction on system installation and checkout; logging into the system; forms, reports, and menus; and entering/querying data.

DURATION 0.5 Hours

AUDIENCE Personnel who enter data generate reports, or require information from the TRU data system.

PREREQUISITES None

OBJECTIVE None

TOPICS Access to server, Oracle and testing of installation and checkout; user name, password and database; forms, reports and menu access; navigation.

CREDIT HOURS 0.50

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0200 Visual Examination Expert OJT Course

DESCRIPTION OJT course to train an individual to perform visual examination expert duties relating to examining and characterizing TRU waste at the Waste Examination Facility (WEF).

Equivalency: Completion of 1WEF0120 will grant equivalent credit to 1WEF0200.

DURATION 1 Days

AUDIENCE Personnel assigned to perform VEE duties at the WEF. Mandatory training for 1OQ00104 and 1OQ00106 qualification programs.

PREREQUISITES None

OBJECTIVE None

TOPICS None

CREDIT HOURS 8.00

COURSE COST \$0.00

Printed on: 11/ 3/99

PROVIDER IN-HOUSE

1WEF0210 WEF-Waste Handler OJT Course

DESCRIPTION Takes students through the complete process of selection, examination, sampling, repacking, and storage of low level waste at the WEF.

DURATION 4 Days

AUDIENCE Waste Management personnel assigned to the WEF as waste handlers.

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 32.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0220 WEF-VERB HEPA Filter Change OJT

DESCRIPTION This is a three lesson course to train WEF personnel in the procedures for changing the HEPA filters in the glovebox,1000/3000 CFM and 200 CFM units.

DURATION 1 Days

AUDIENCE RCT's and waste handlers assigned duties at the WEF.

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 8.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

Printed on: 11/ 3/99

1WEF0230 WEF-Glovebox Glove Replacement OJT

DESCRIPTION Trains personnel assigned to the WEF in the procedures for changing the gloves used in the WEF glovebox.

DURATION 0.5 Days

AUDIENCE RCT's and waste handlers assigned duties at the WEF.

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE

1WEF0240 WEF-Glovebox 12-inch Port Operation OJT

DESCRIPTION Trains personnel assigned to the WEF in the procedures for changing the bag and performing bag-in/bag-out operations with the WEF glovebox 12-inch port.

DURATION 0.5 Days

AUDIENCE RCT's and waste handlers assigned duties at the WEF.

PREREQUISITES none

OBJECTIVE none

TOPICS none

CREDIT HOURS 4.00

COURSE COST \$0.00

PROVIDER IN-HOUSE